



**Public Works Meeting
Agenda
Monday, July 29, 2019 at 3:00 PM
ED Lab**

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PUBLIC WORKS COMMITTEE MINUTES

June 26, 2019

4:00 p.m.

Members Present: Jim Zajkowski and Kirk Lindell

Members Absent: Craig Kittel

Others Present: Jeremiah Wendt, Lori Brinkman

Jim Zajkowski called the meeting to order at 4:13 p.m. Roll call was taken.

Kirk Lindell moved to adopt the agenda, seconded by Jim Zajkowski and carried.

Kirk Lindell moved approve the minutes from the May 6, 2019, meeting, seconded by Jim Zajkowski and carried.

Engineering Design Proposals for County Highway A Trail Project

Jeremiah Wendt, Director of Public Works, explained that in the fall of 2018, the City was awarded Transportation Alternatives Program funding (TAP) for Phase II of the CTH A trail project. When completed, the trail will run parallel to CTH A from West Richmond Way to West Fourth Street (approximately 1.2 miles). The project will be 80% Federally/State funded and 20% City funded. The Department of Transportation has specific requirements we need to follow for the selection process of an engineering firm that will design the trail and develop a project schedule. The City posted a Request for Statement of Qualifications for Engineering Design Services for this project. Proposals were due by Monday, June 24, 2019, at noon. Jeremiah distributed copies of the 12 proposals received to the members of the Public Works Committee. He also distributed ranking sheets for the Public Works Committee Members to fill out as they go through each proposal. Jeremiah requested the ranking sheets back by July 15. The next step will be to hold a Public Works meeting later that week (of July 15) to discuss the proposals and to select the top three firms based on rankings. The top three firms will then be brought in for interviews. Jeremiah anticipates this phase of the trail will be constructed in 2021.

Communications and Miscellaneous

- A portion of S. Knowles Avenue will be closed from Thursday morning until Monday morning due to water main repair just south of Sixth Street; there will be a detour in place.

Kirk Lindell made a motion to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 4:24 p.m.

Minutes submitted by Lori Brinkman



MEMO

Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: 2019 Crack fill Bids

BACKGROUND INFORMATION:

On May 30, 2019, lump sum bids were received for the 2019 Crack Filling project, as previously authorized by the Public Works Committee. Three bids were received for the project. The bids ranged from \$32,600 to \$168,925. The low Bid, submitted by Seal-Tech, Inc. of Cambridge, Minnesota, was subsequently withdrawn due to a miscalculation in their bid amounts. The other bids exceeded the City's budget for this work, and staff subsequently recommended rejection of all bids when this item was presented at the City Council's July meeting.

Staff was directed to explore further options and follow up with the PWC. After conversations with the St. Croix County Highway Department, staff recommend contracting with the County for crack filling services. The County will be able to service the majority of streets identified for crack filling this year and costs will stay aligned with budget.

RECOMMENDATION:

Staff recommend contracting with St. Croix County for crack filling services in an amount not to exceed \$40,000.



MEMO

Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: CTH A Trail Project Design Consultant Selection

BACKGROUND INFORMATION:

In the fall of 2018, the City was awarded Transportation Alternatives Program (TAP) funding for Phase II of the CTH A trail project. When completed, the trail will run parallel along CTH A from West Richmond Way to W 4th Street, approximately 1.2 miles total. Project design and construction are 80% federally/state funded.

One of the first project milestones involves the selection of an engineering firm to design the trail facility and develop a detailed project schedule. In order to receive federal and state funding, the City must follow certain processes and procedures when selecting design consultants (and construction contractors later on). In early June, a Request for Statement of Qualifications, a document similar to an RFP, was sent to a predetermined list of engineering firms developed by WisDOT.

Following the June 24 due date, proposals were distributed to the Public Works Committee and members were asked to rank proposals based on a rubric approved by WisDOT. Ranking results are attached to this memo and will be reviewed at the upcoming meeting. Pursuant to the City's agreement with WisDOT, interviews will be scheduled with the top three firms at a date to be determined by the PWC, followed by final consultant selection.

RECOMMENDATION:

Staff recommend scheduling interviews with the top three design firms the week of August 19.

ATTACHMENTS:

[CTH A Trail Project RSQ Scores](#)

Attachment 1

CTH A Trail Project Design Consultant Evaluation Scores

Respondent	Score 1	Score 2	Score 3	Total	Rank
MSA	46	50	37	133	1
Cedar Corporation	44	50	28	122	2
JT	46	50	25	121	3
Knight	45	48	27	120	4
Aryes Associates	46	47	24	117	5
KL Engineering	42	47	26	115	6
CBS ²	43	44	27	114	7
S.E.H	40	47	26	113	8
Jewell Associates	40	42	24	106	9
Stevens	42	43	17	102	10
Alta	41	47	12	100	11
Westbrook	44	34	21	99	12

MEMO



Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: CTH GG Speed Limit Request

BACKGROUND INFORMATION:

St. Croix County has received a request to lower the speed limit on CTH GG from the currently posted 45 mph to 35 mph between 140th Street and Peninsula Rd. As part of their review of the request, they have asked both the Town of Richmond and the City of New Richmond to review and provide a recommendation.

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

The context of this section of roadway includes 13 city and township driveway connections, and two street connections. It serves as the only connection route from the Peninsula Heights subdivision to the rest of the City, and does see some bike and pedestrian traffic as a result. The county has plans to reconstruct this section of roadway in 2020, but due to ROW restrictions the original concept of including an off-street trail in this area was removed from the project.

RECOMMENDATION:

Given the context of this particular section of roadway, staff recommend approval of the change in speed limit from 45 mph to 35 mph.



MEMO

Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: Handicap Parking Requests

BACKGROUND INFORMATION:

Staff have received requests to designate handicap parking spots on street near the E 3rd St / S Arch Ave intersection for the Cullen Crea Funeral Home, and near the Heritage Center. Staff will discuss these requests with the PWC and potential solutions.

POLICY IMPLICATIONS:

Based on previous discussions with the Public Works Committee, Police Chief, and City Attorney, requests for non-residential, on-street handicapped parking can be considered if the minimum number of handicapped parking spaces required by code cannot be provided in off-street parking.

RECOMMENDATION:

The Heritage Center currently has 28 off-street parking spaces. While none of them are currently designated as handicapped spaces, there is adequate space for them to provide the necessary handicapped spaces. As such, Staff does not recommend the addition of any on-street handicapped parking at this location.

Cullen Crea Funeral Home has no off-street parking spaces. Based on the funeral home use, and a capacity of approximately 100 people, a total of 20 parking spaces would be required, of which 1 would need to be handicapped. As such, Staff recommends the addition of 1 on-street handicapped parking space on the south side of E 3rd St.



MEMO

Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: Developer Land Donation - 347 Clover Lane

BACKGROUND INFORMATION:

GMTZ, LLC, the developer of the Whispering Prairie subdivision, wishes to donate a platted 0.36 acre lot, 347 Clover LN, to the City. A cul-de-sac covers a relatively large portion of the lot, making it less suitable as a home site, but the lot could be useful as a future park entryway or trail connection location.

FINANCIAL IMPACT:

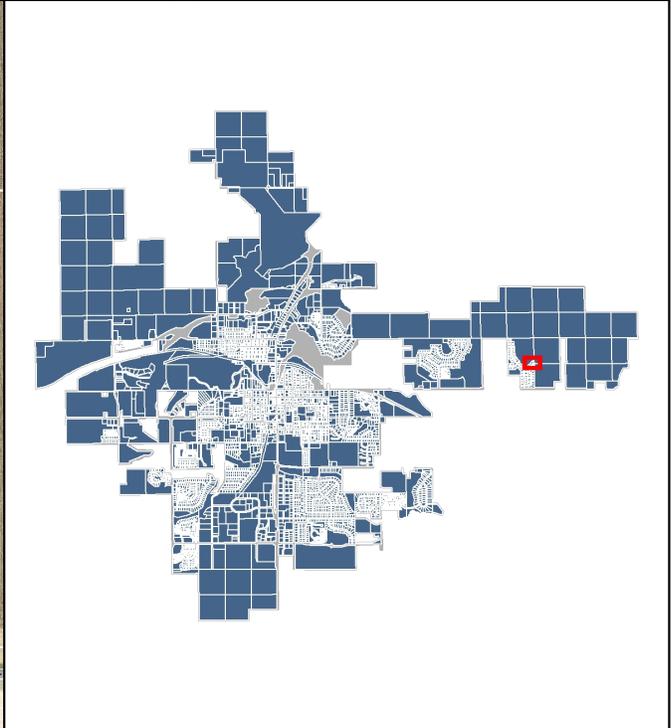
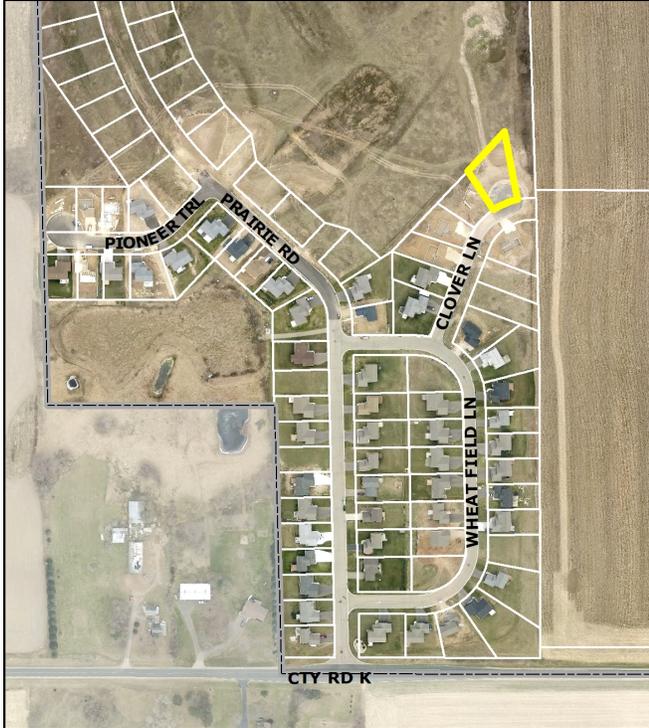
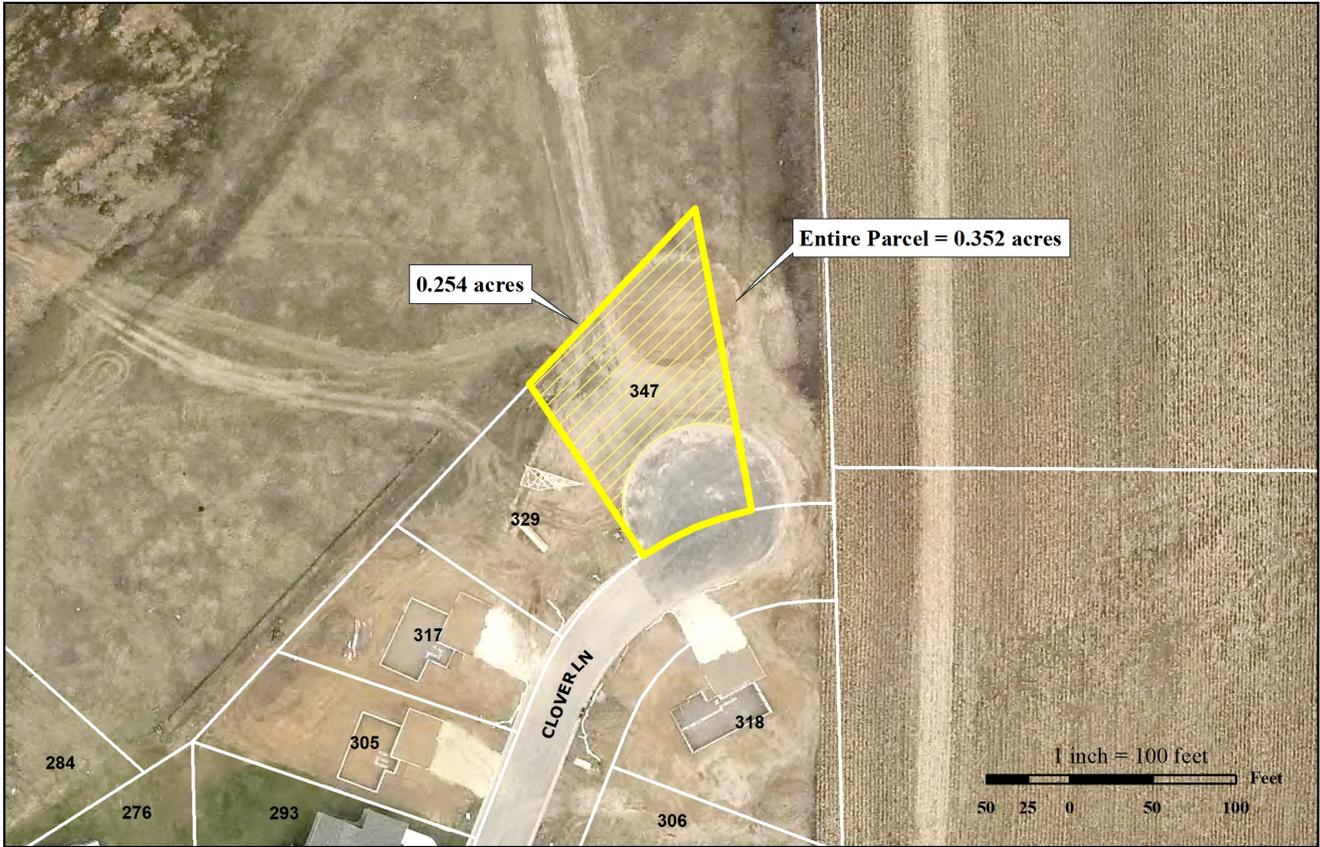
The property is currently assessed at a value of \$21,700. The taxes paid in 2018 totaled \$513.85. The ongoing financial obligation would be the maintenance cost associated with mowing the parcel once it is City-owned, which is probably around \$500 annually.

RECOMMENDATION:

Staff recommends discussion and possible recommendation of developer's proposal. If recommended by the Public Works Committee, this proposal would then be brought to the Council for approval.

ATTACHMENTS:

[347 Clover Ln](#)



PID: 261-1307-04-001

347 Clover Ln
New Richmond, Wisconsin



Grid: WI CRS St. Croix (Feet)
 Projection: Transverse Mercator
 Datum: NAD 83
 Date: 24 July 2019



MEMO

Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: Overgrown Vegetation along Hospital Road

BACKGROUND INFORMATION:

Staff has identified a plowing and street maintenance issue involving heavy vegetation protruding into the street along Hospital Road. The vegetation consists of lilac and honeysuckle shrubs that were planted within the terrace area of the right-of-way many years ago. The shrubs provide a privacy screen for the backyards of the parcels, which front on W Lincoln Rd, but are in a location prohibited by ordinance.

POLICY IMPLICATIONS:

City Ordinance 90-30(d)(4) reads, "It shall be unlawful to plant or maintain shrubbery, ground cover or other plants not considered to be a deciduous leaf tree within terrace areas whose growth is in excess of eight inches in height above the top of the nearest curb."

With regard to remedying this situation, 90-30(f) reads, "Trees, plants or shrubs planted within any terrace or planting easement without the authorization and approval of the Forester may be removed. The Forester shall notify the abutting owner in writing, listing the unlawfully planted trees, plants or shrubs, ordering their removal, and establishing a reasonable time within which such removal shall be accomplished. In the event that removal is not to be accomplished within the time specified, the City may remove such trees, plants or shrubs and assess the costs thereof to the owner."

RECOMMENDATION:

Staff appreciate the sensitivity of addressing this longstanding condition, and would like to discuss possible remedies and request a recommendation from the Committee.



MEMO

Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: Bike/Pedestrian Crossing of Richmond Way at Sequoia Lane

BACKGROUND INFORMATION:

At the May 6, 2019, Public Works Committee meeting, the need for a bike/pedestrian crossing on Richmond Way at Ponderosa Lane or Sequoia Lane was discussed. At the time it was mentioned that an engineering study could be completed for approximately \$2,000 to determine the best location for this crossing. The engineering study has been completed and the results thereof are included below under policy implications.

FINANCIAL IMPACT:

The cost of implementing the recommendations below is around \$1,000 and would be paid out of the traffic control operating budget.

POLICY IMPLICATIONS:

Pedestrians and cyclists in general use a facility to reach a specific destination or for recreation/exercise. Destinations are usually parks, schools, or commercial development, and can be identified easily. Trails with connectivity are favored by recreation and exercise users, although many hardcore cyclists will prefer a rural road with paved shoulders, limited driveways and intersections, and limited pedestrians.

The residential area along Richmond Way is in the southwest corner of the city and connections to other trails and sidewalks are to the north and east. The trail on the north side of Richmond Way connects to Knowles Ave, the schools further east, and 140th Street. The Rail Bridge Trail connects to the downtown and many other destinations and trails in the city.

Most pedestrian and bicycle traffic from the residential units in this area will be traveling to the northeast. Those residing north of Richmond Way can use internal sidewalks and streets to reach either trail without crossing Richmond Way.

Those residing south of Richmond Way will be oriented to travel east within the developments. Use of the Sugar Pine Lane sidewalk will bring west side residents to Sequoia Lane. The Sequoia Lane sidewalk will provide pedestrians and younger bicyclists with an off-street route to Richmond Way. Thus, virtually all pedestrian and bicycle traffic south of Richmond Way in the area will be oriented to the Sequoia Lane/Richmond Way intersection.

The recent traffic volume counts showed volumes of about 200 vehicles in each direction (NB and SB) north and south of Richmond Way on Tamarack Place, and north of Richmond Way on Sequoia Lane. Sequoia Lane volumes south of Richmond Way were about 150 vehicles in each direction. The volumes are low enough so that turning traffic at Richmond Way should not be a problem at either intersection, but even less at Sequoia Lane. Future growth to the south may change the volumes

depending on the street system layout, but if White Pine Way is extended, the volume split should remain the same.

The counts also showed about 2,800 vehicles per day in each direction on Richmond Way. This should provide enough gaps in traffic for pedestrians to use to enter the street to cross. The recorded speeds are slightly higher than the posted speed limit of 35 MPH.

A marked crosswalk could be installed on the east side of the Sequoia Lane intersection along with pedestrian crossing symbol signs, both in advance and at the crosswalk. Supplemental plaques are suggested. There is good sight distance to the intersection and crossing for drivers. Additional active signing is not justified at this time.

No pedestrian counts were made at either intersection. The area to the south could generate pedestrian and bicycle traffic from the almost 100 dwelling units with no other access routes to destinations or trails. It would also set a route for planning any future development, especially for complete streets consideration.

If Rail Bridge Trail is ever extended further south, a crosswalk at Sequoia Lane could be moved to the Rail Trail crossing and a short trail on the south side of Richmond Way from Sequoia Lane to the trail could be added. This could also be done without the extension of the trail. To add to the safety of a trail crossing, a short median island, similar to those recently installed on N 4th Street and on Paperjack Drive, could be installed. This would also provide a crossing for the bikers who use Rail Bridge Trail and County Road A.

A marked crosswalk should not be installed at Tamarack Place on Richmond Way. The pedestrian crossing volumes are much less and having a lightly used marked crosswalk tends to lessen driver attention to other crosswalks. The intersection is only 500 feet from County Road A, and longer sight distance to a crosswalk is better.

RECOMMENDATION:

Based on the above analysis, staff recommends the installation of a pedestrian crosswalk and associated signage, in advance and at the crosswalk, on the east side of the Sequoia Lane intersection with W Richmond Way.



MEMO

Prepared for: Public Works Committee
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Public Works - 29 Jul 2019
Subject: Stop sign request – South Hill Drive at Willow Avenue

BACKGROUND INFORMATION:

City staff have received a request to place a stop sign on South Hill Drive at the intersection with Willow Avenue. The intersection in question is a 3-way intersection, and is currently unsignalized.

The Institute of Traffic Engineers has general conditions for allowing uncontrolled intersections as follows:

- Adequate sight distance along the approach and at the intersection to all other legs of the intersection.
- Very low traffic volume—less than 400 vehicles per day for both connecting roads.
- Residential street network meeting both of the above conditions.

The intersection in question meets the first and third criteria, and traffic count information is currently being collected, which will be shared at the meeting.

However, the conditions that would call for a yield or stop sign should also be considered. The conditions for installation of a yield sign include:

- On the approaches to a through street or highway where conditions are such that a full stop is not always required.
- At the second crossroad of a divided highway, where the median width at the intersection is 30 feet or greater.
- For a channelized turn lane that is separated from the adjacent travel lanes by an island, even if the adjacent lanes at the intersection are controlled by a highway traffic control signal or by a STOP sign.
- At an intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of a YIELD sign.
- Facing the entering roadway for a merge-type movement if engineering judgment indicates the control is needed because acceleration geometry and/or sight distance is not adequate for merging traffic operation.

The conditions for installation of a stop sign include:

- The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or

- Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

POLICY IMPLICATIONS:

At the August 28, 2017, the Public Works Committee meeting, the committee reviewed a similar request for a stop sign at an uncontrolled intersection. At that time, the committee agreed that the policy would be to have the Director of Public Works review such requests based on the criteria furnished by the Institute of Transportation Engineers (above), make a determination, and only involve the committee if/when there is an appeal.

RECOMMENDATION:

The intersection in question does not meet any of the conditions for installation of a yield sign or stop sign. The traffic count data currently being collected will determine whether it meets all of the conditions for an uncontrolled intersection. Staff will provide a further recommendation based on the traffic counts at the meeting.