



**Public Works Meeting  
Agenda  
Wednesday, August 21, 2019 at 10:45 AM  
ED Lab**

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1. CALL TO ORDER	
2. ROLL CALL	
3. ADOPTION OF AGENDA	
4. APPROVAL OF MINUTES	
a. <a href="#">Minutes 07 29 2019</a>	2 - 3
5. CTH A TRAIL PROJECT DESIGN CONSULTANT SELECTION INTERVIEWS	
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6. COMMUNICATION AND MISCELLANEOUS	
7. ADJOURNMENT	

## **PUBLIC WORKS COMMITTEE MINUTES**

**July 29, 2019**

**3:00 p.m.**

Members Present: Jim Zajkowski, Craig Kittel and Kirk Lindell

Others Present: Jeremiah Wendt, Joel Enders and Tanya Batchelor

Jim Zajkowski called the meeting to order at 3:00 p.m. Roll call was taken.

Craig Kittel moved to adopt the agenda, seconded by Kirk Lindell and carried.

Craig Kittel moved approve the minutes from the May 26, 2019, meeting, seconded by Kirk Lindell and carried.

### **Stop Sign Request – South Hill Drive at Willow Avenue**

Jeremiah Wendt, Director of Public Works, explained this is a 3-way uncontrolled intersection. There are guidelines that determine when an intersection should be controlled. Traffic counts were checked at this intersection and do not meet our policy for controlling the intersection. Dave Neumann had brought this request forward because of the amount of kids playing in the street and he is worried about them getting hurt. Dave talked to the Police Chief who referred him to this committee. Jeremiah's recommendation is to leave the intersection uncontrolled. Discussion followed. If the policy is revised, it needs to be consistent. Jim Zajkowski moved to research all 3-way intersections in the City and bring information back to the next meeting, seconded by Craig Kittel and carried.

### **Crackfill Bids**

The bids received for crackfill this year were \$80,000 over budget, so they were rejected. Jeremiah contacted St. Croix County and recommends contracting with the County for our crackfill projects. The contract can be done on a material basis. The County is much more competitive for their prices. We can set \$40,000 as a "not to exceed" amount. The County can complete this work in August or September. Jeremiah will also look at the cost of purchasing our own equipment. Kirk moved to contract with St. Croix County for crackfilling not to exceed \$40,000, seconded by Craig Kittel and carried.

### **County A Trail Design Consultant Selection**

The Public Works Committee scored all engineering proposals and selected the top three firms to interview (MSA, Cedar Corporation, and JT Engineering). Interviews will be held on August 21, 2019 starting after 11:00 a.m.

### **CTH GG Speed Limit Change**

The County highway received a request to reduce the speed limit on CTH GG south of 140<sup>th</sup> Street. They asked if the City was in favor of this change. The road will be reconstructed in 2020. It was the consensus of the committee to reduce the speed limit to 35 mph. The new standard for the road would be 4 feet of blacktop and then gravel. We can request to have a marked bike lane. Jeremiah will look at paving the Peninsula Heights area when we talk about the CIP. Kirk Lindell moved to reduce the speed limit to 35 mph on CTH GG to Peninsula Heights, seconded by Craig Kittel and carried.

### **Handicapped Parking Space Request**

Requests were received to install one on-street handicapped parking spot by Cullen Crea Funeral Home and one by the Heritage Center. Discussion followed. Craig Kittel moved to approve the request from Cullen Crea Funeral home for a handicapped parking spot, seconded by Kirk Lindell. Craig moved to

deny the request from the Heritage Center for a handicapped parking spot, seconded by Kirk Lindell and carried.

**Developer Land Donation - 347 Clover Lane**

GMTZ would like to donate a small parcel property located at 347 Clover Lane in the Whispering Prairie development to the City. There is a need to have guidelines in writing for situations like this. Kirk Lindell moved to deny this request, seconded by Craig Kittel and carried.

**Hospital Road Vegetation ROW**

Shrubs in this area are overgrown. There was discussion on asking homeowners to cut back trees and shrubs three feet from the road. There are also structures in the ROW. Jim Zajkowski moved to send the property owners notices asking them to cut back their shrubs, seconded by Kirk Lindell and carried.

**Pedestrian Crossing – Richmond Way at Sequoia Lane**

Short-Elliott-Hendrickson completed a study for pedestrian crossing on Richmond Way at Sequoia Lane and recommends painting a crosswalk and installing signage on both sides. Craig Kittel moved to approve pedestrian crossing, seconded by Jim Zajkowski and carried.

**Communications and Miscellaneous**

None

Craig Kittel moved to adjourn the meeting, seconded by Kirk Lindell and carried.

Meeting adjourned at 4:09 p.m.

Minutes submitted by Tanya Batchelor



# MEMO

**Prepared for:** Public Works Committee  
**Staff Contact:** Jeremiah Wendt, Director of Public Works  
**Meeting:** Public Works - 21 Aug 2019  
**Subject:** CTH A Trail Project Design Consultant Interviews

## **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 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 ranked. The top three firms including Cedar Corporation, JT Engineering, and MSA are scheduled to be interviewed by the Public Works Committee at 11:00am, 12:00pm, and 1:30pm, respectively. PWC members will score interview responses and make a final recommendation following the interviews. The firm recommended by the PWC will be forwarded to WisDOT for approval prior to the contract negotiation process.