



COMMITTEE MEMBERS PRESENT: R. Anderson, M. Callewaert, J. Garski, F. Risler

COMMITTEE MEMBERS EXCUSED: S. Havn, J. Seitz

Others Attending: M. Benish, T. Beyer, J. Lukkes, B. Sasse, B. Smith

1. **Call to Order** – Chair J. Garski called meeting to order at 7:30 a.m.
2. **Public Comments** – None
3. **Adoption of July 11, 2013 Public Works Committee Meeting Minutes** – F. Risler motioned to adopt the July 11, 2013 minutes. R. Anderson seconded the motion. Motion carried 4-0.
4. **Discussion of Policy for Committee Authority for Approval of Capital Expense for Construction (i.e. Ditching, Public Works or Storm Water, Trail Construction; Public Works or Parks, etc.)** – B. Sasse stated that there is some uncertainty regarding who's responsible for and who pays the expense for certain projects within the Village. For example, road construction has generally handled ditches but Storm Water has taken on storm sewers that are constructed within the road. Trail construction could be handled by Public Works, Village Capital, or Parks. Recently, trail construction and marking bike lanes on roads has been a CMAQ project, which is a transportation funded program and handled by Public Works. There have been some changes in staff. B. Sasse facilitated a discussion regarding who has the authority/responsibility and the expensing of the projects. He suggested that the Engineering department handle the designing of the projects since Engineering is the only department that has experienced overseeing construction projects. B. Sasse expressed that it is his intent to see that projects get assigned to a specific department and that maintenance becomes a planned expense within the budget. He will work with the Administrator and the staff to have discussions so that he can return to the Public Works Committee with some recommended guidance to determine which department will be responsible for and/or expense the projects in question to consider creating a policy.
5. **Ordinance Review and Revisions:**
 - **Section 70-1: Excavations in Streets** – B. Sasse asked the committee to review and provide input to create a draft ordinance. He drafted some changes to the ordinance that was distributed with the packet and asked for comments regarding the changes. B. Sasse will draft all agreed upon final changes and bring it back to the committee for approval. The amount of road opening permits being requested has risen from about 3-4 a year to about 42-44 a year. Permitting requirements have been expanded in order to control work within our roads and rights-of-way to put specific conditions in place. Reasons for this include making sure that restoration and erosion control are done properly and to see where things are being placed in the rights-of-way to ensure that the Village has room in case future Village utilities need to be installed. A bond wouldn't be required for a small excavation outside the pavement since a lot of paperwork is involved. A bond would be put in place to make sure that if a company is doing a major excavation to the road that



PUBLIC WORKS COMMITTEE MEETING MINUTES

they will properly restore it. This will allow the Engineering department to have authority over projects. R. Anderson motioned to accept the recommendation and move the process forward. F. Risler and M. Callewaert seconded the motion. Motion carried 4-0.

6. 2014 Budget Request – Last meeting it was requested that both the 2014 Paving Program and the 2014 Public Works Capital Equipment Purchases be prioritized. These are staff requests.

- **2014 Paving Program – Prioritized** – The top 4 have been on previous schedules and have been pushed back. The state requires that roads be rated every 2 years. On average 5-6 miles a year should be done in order to maintain acceptable road conditions. Less than a mile was done last year but some reconstruction was also done, which is more costly than resurfacing. B. Sasse stated that he intended to go to the board and recommend borrowing for this but that it's up to them to decide if they want to fund the level of recommended work.
- **2014 Public Works Capital Equipment Purchases – Prioritized** – B. Sasse explained that the last few years the board has approved up to a certain dollar amount and that anything below that has gotten pushed back. It was agreed that the priority list is acceptable. B. Sasse stated that no motion was necessary.

7. 2014 – 2018 Capital Improvements Program Update – All of the new #5 ratings have been added to the last year of the 5-year CIP list. It made sense to group the roads together that are near each other. There are about 3 ½ miles that have fallen into the #5 rated range this year. In two years the roads will be rated again. If there's more than 6 miles a year that need repaving, they'll probably be cut and added to the 6th year of the CIP. Hopefully in two years when the roads will be rated again there'll be more roads that need repair in the same area, so then they can be grouped together since money can be saved on mobilization.

8. Engineer's Reports: --

- **STH 20 North Frontage Road – Union Pacific Billing Closeout** — This item is listed on the Village Board agenda for discussion. Negotiations for expenses have lingered for years on this project. Union Pacific filed a claim with the circuit court and now the court is following up to make sure that something gets done. The court stated that enough time has passed and that if the parties can't work it out with the negotiator that they will take over and be in charge of settling this matter and set a hearing date to begin making decisions on it.
- **2012 Paving Program — Phase 2; Sycamore Avenue Reconstruction**— The Sycamore Ave. project has been completed but there are some punch list items. A significant amount of curb needs to be reconstructed near the driveways. We've told the contractor that it needs to be replaced.
- **2013 Paving Program — Phase 1; 23rd Street Reconstruction** — The 23rd Street reconstruction is done and went more smoothly than expected. The City of Racine did an excellent job repairing the pavement after a water main break. This is the same contractor that did construction on Sycamore Ave.; however, there are no problems with this project.



August 8, 2013

PUBLIC WORKS COMMITTEE MEETING MINUTES

- **2013 Paving Program – Phase 2; Plan Development – Clark Dietz Engineers** – The Phase 2 design bid went to Clark Dietz. The construction should get started in late September and completed in late October to early November.
 - **CTH C: Airline Road to Sunnyslope Drive Reconstruction** — The State DOT/County project is moving slowly. Very soon pavement will be poured for westbound lanes on the north side of the road. Solutions have been discussed regarding the way the north leg of Roma Lodge is laid out, as there isn't room for two-way traffic unless they hand pour the concrete and use high early strength concrete. This would allow for traffic to be shifted in a more efficient manner, minimizing the need for drivers to detour. All work is due for completion within the next five weeks.
 - **I-94 Frontage Roads** — East Frontage Road is now open. All construction is on the west side of I-94. There'll be a detour route on the east side.
 - **DOT CMAQ Grant for Pike River Pathway Phase 4** – This project is moving forward slowly. One of the biggest issues is that the acquisitions of the easements from the school district are public property, meaning that the federal funds require a 4(f) document. This process must get approved by the DOT and Federal Highway Administration and then a certification can be done after the public right-of-way is complete. This job will probably get bid out in the winter and constructed in the spring.
- 9. Communications, Correspondence and Commissioner and Staff Reports.** Crispell Snyder is used mostly for construction services. They designed the last few projects so another firm will be doing the construction management per an internal policy. Contractors for the Wal-mart Neighborhood Market will be putting in a bigger, sweeping driveway on Emmertsen Road near Subway to resolve the issue of cars driving over the curb because it was built too narrowly and to keep traffic flowing efficiently.
- 10. Next Scheduled Public Works Committee Meeting:** Thursday, September 12, 2013 at 7:30 am.
- 11. Adjournment of Public Works Committee.** F. Risler moved to adjourn the meeting. R. Anderson seconded the motion. Motion carried 4-0.