



**TWO
RIVERS**
WISCONSIN

PUBLIC WORKS COMMITTEE

Wednesday, October 4, 2023, at 5:15 PM
Committee Room - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER:** 5:19 pm

2. **ROLL CALL**

Committee Members: Scott Stechmesser, Tracey Koach, Bill LeClair
Staff and Others: Matthew Heckenlaible and Scott Ahl

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the September 6, 2023, Public Works Committee Meeting

Bill LeClair made a motion to approve the September 6, 2023, Public Works Committee Minutes, seconded by Tracey Koach. Motion passed.

4. **PUBLIC INPUT** – N/A

5. **ON-GOING PROJECT STATUS AND ACTION, IF NEEDED**

A. **Lincoln Street – 17th Street to 22nd Street update**

The project has been substantially completed and final assessment letters along with private water service and sanitary lateral invoices were mailed out to residents on September 27, 2023.

B. **2023 Sidewalk Contract**

Seiler Bros. are working within the City and are approximately one-fourth of the way through the identified sidewalks within the contract. They are anticipating being completed prior to Thanksgiving.

C. **Sandy Bay Highlands – Phases 3 & 4**

DPW/Engineering has instructed McMahon Associates to begin with final roadway and lot layout along with the design of the stormwater management plan. McMahon will forward the topographic survey to DPW/Engineering after the roadways are laid out so that engineering staff can work on utility and pavement plans this year. There is a 30% plan update scheduled for the week of October 9, 2023.

D. **Central Park East – Friendship Table Installation (Dedication September 23rd @ 3pm)**

Dedication ceremony was held on September 23rd. It was well attended and have seen it being used often.

E. **Neshotah Beach Playground preparation**

DPW Street crew built up the playground base area, poured the thickened edge perimeter concrete walk and eight bench pads and backfilled topsoil up to the new sidewalk. The playground contractor has been installing the equipment and anticipate beginning the placement of the all-purpose surface around October 4, 2024. Dedication of the new playground is scheduled for October 15th.

F. **East River Trail (15th Street south towards Washington)**

DPW crews have finished pouring the new curb and gutter as well as the trail from 15th Street through the park driveway and down to Kozlowski Tire & Auto parking lot area. They are working on backfilling and installing a split rail fence for the remainder of this week.

G. Memorial Drive – WDOT feedback

We have received comments back from WDOT and their consultant pertaining to questions that arose at a City Council meeting in August.

- What criteria was used to determine what beam guard could be removed and not reinstalled?

The primary reason for the beam guard is to protect vehicles from entering the lake where the shoulder is inside of the clear zone (30'). Since the lake is outside of the clear zone, it was determined the beam guard does not need to be replaced.

- Is the northerly crosswalk going to be reinstated or removed at 12th Street and Memorial Drive?

Concerns were discussed between the City and WDOT of the vertical profile over the bridge limiting the visibility of pedestrians in the crosswalk. By relocating the crosswalk to the south, visibility is improved while still providing a marked pedestrian crossing at the intersection. The curb ramps were removed but the lines shown on the image below were meant to be removed. The city also talked of placing a RRFD beacon on the south crossing.

- Modifications to the geometry at Roosevelt Avenue, Lowell Street and Memorial Drive, specifically the southbound merge lane.

The WDOT did not have crash flags for this intersection when an investigation was done for the project. This project is a resurface level project and would not change the configuration at this time. The limits that we are paving are similar to what was done in the past. You can see the joint just west of Memorial where the concrete was overlayed previously.

- Paving the wayside parking lots as part of the WDOT project?

We could include the paving of these parking lots in work under a different category, paid 100% by the City with the understanding that this work doesn't affect the schedule or environmental document previously completed. We briefly looked at the lots and think they are generally in good shape, but that would be up to the City.

H. 2024 projects

1. Roosevelt Avenue reconstruction – DPW/Engineering did receive a few comments and questions as part of sending out the initial informational letters at the beginning of August. Water Utility is attempting to gain access to some of the properties to determine the water service material to aid in planning and coordination during construction.
2. Scattered laterals in the near southwest quadrant (Lowell to Monroe to 12th or 13th) – DPW/Engineering are working on getting a letter out to these residents.
3. Sidewalk replacement – DPW/Engineering will make an effort to define a more routine schedule of inspecting and repairing/replacing sidewalks starting in 2024.

6. PROPERTY OWNER REQUESTS: None

7. DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION: None

8. COMMITTEE MEMBER AND COUNCIL MEMBER ITEMS FOR DISCUSSION, INCLUSION IN FUTURE AGENDA AND ACTION, IF NEEDED

A. 2200 Block of Jefferson Street – Parking complaint

Received a complaint about trailers and vehicles parked across from each other making it difficult for school buses to traverse the street. Per Scott Ahl, this is not a new issue. Engineering staff will

attempt to find previous notes and documentation pertaining to this item and prepare a memo for the next meeting.

9. DISCUSS STAFF RECOMMENDATIONS (TRAFFIC and PARKING CONTROL) – ACTION, ENDORSEMENT, or MODIFICATIONS AS NEEDED:

A. Garfield Street at 18th Street – stop sign inquiry

Director Heckenlaible noted that presently the intersection is an uncontrolled t-intersection. Director Heckenlaible further noted that there are three (3) additional uncontrolled t-intersections in the same vicinity (Garfield Street and 19th Street, Garfield Street and 20th Street and Polk Street and 21st Street). There has been one incident in the area in the last 5 years which was at the intersection of 20th Street and Garfield Street.

The streets in this area of the City are classified as residential roadways/streets and do not approach traffic volumes of a collector or arterial street classification. None of these streets enter a through highway or are in an area of the City with traffic signals. As these are residential streets, the speed limit would be 25 mph; and, in my opinion, there are no restricted views at these intersections. As noted above, there has been one (1) reported incident at one of these uncontrolled intersections over the past five years.

As these are uncontrolled t-intersections, the traffic going ‘straight’ through the intersection would typically have the right-of-way. At the end of Garfield Street at 18th Street there is a yellow and black cautionary double arrow sign requiring motorists to turn left or right.

As these are uncontrolled intersections, all vehicles are supposed to use caution in approaching and going through these intersections. It is my professional opinion though, that traffic coming into the top of the t-intersection would, in most cases, need to slow down to make a necessary turning movement and thereby by yielding the right-of-way to oncoming through traffic in these uncontrolled intersections. As such, installation of STOP signs would not necessarily be warranted.

Tracey Koach made a motion to accept the recommendation presented by the Director Heckenlaible of keeping the four (4) intersections as uncontrolled (status quo), seconded by Bill LeClair. Motion carried.

B. East Street (16th Street to Harbor Street) one way concern from A Wachowski 9/22/2023 email

Council President Adam Wachowski sent an email on September 22, 2023, relaying concerns that people don’t like the one way and people go the wrong way. If it must stay, can we get better signage with flashing lights? Individuals that he had spoken with would prefer it return to two-way traffic.

This topic was discussed at several public meetings in 2015. Staff’s recommendation at that time was to have a one-way from 17th Street south to Harbor Street and including Harbor Street from East Street to Jackson Street. This was to aid in accommodating the bike/pedestrian trail extension along this section of roadway. It was ultimately determined to provide accommodation out there presently. Director Heckenlaible stated that some sign improvements (additional and larger signs) could be made to better convey the message of the road being one-way south of 16th Street.

Tracey Koach made a motion to accept the recommendation presented by Director Heckenlaible to improve the signage for the one-way portion of East Street between 16th Street and Harbor Street, seconded by Bill LeClair. Motion carried.

10. OTHER ITEMS THAT MAY COME BEFORE THE COMMITTEE: CONSIDERATION AND ACTION, IF NEEDED

A. 2024 Preliminary Budget status overview

Staff has prepared a preliminary 2024 Public Works budget. This preliminary budget has increased expenditures primarily due to increases in wages and benefits with the inclusion of additional positions (PW Maintenance Worker and portion of a GIS Analyst). To fill vacant positions, higher than expected compensation packages were offered, which also adds to the proposed budget. Other significant increases include fuel, oil and other material and operating costs. Presently, the increased budget is between 12-15% and staff will continue to look at methods of reducing this where practicable. Included within the proposed capital equipment budget is the 2nd payment for the two single axle dump trucks, a street sweeper and potentially a gently used grader in lieu of a frontend loader.

B. Manitowoc County Bridge Inspection – MOU

This is outstanding from earlier in 2023. Manitowoc County was trying to push this as a State WDOT mandate but then retracted stating that it is a recommendation and not a mandate, so staff tabled it. The WDOT has placed County's as the primary contact in ensuring that the necessary bridge inspections get completed and suggested entering into some sort of agreements with the other local municipalities. Manitowoc County drafted the Memorandum of Understanding (MOU) that vaguely outlined the expectations of each entity. From the DPW's perspective, the most significant item missing was an out clause or a termination clause within the MOU. The City's Attorney had other concerns with the agreement as written so it will be sent back to the County for modification and will come back to the Committee when appropriate.

C. Leaf Collection – route modifications / procedure

The official notification has been sent to the Herald Times Reporter pertaining to the leaf collection pick up schedule which will begin October 16th. Piles with sticks, grass clippings, animal feces and garden waste are not acceptable materials and as such those piles will not be collected. Updates as to where crews will be picking up leaves will be posted daily on the City's webpage and social media such as Facebook.

D. Snow Plowing – Brine Sprayer

DPW officially ordered the 300 gallon brine sprayer and is awaiting delivery details. Staff is looking forward to the positive impact regarding managing winter snow and ice control in the future and potentially allowing street operational staff to address sidewalk complaints quicker. Past practice had been to charge a token \$50 fee for addressing snow or ice impacted sidewalks rather than actual costs realized which if all time, equipment, and material costs are taken into account, could actually be closer to \$150. The Committee agreed that actual costs should be charged for this work as provided within the City Code.

11. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING(S)

Suggested as Wednesday, October 4, 2023, at 5:15pm

12. ADJOURNMENT: 7:14 pm

Bill LeClair made a motion to adjourn, seconded by Tracey Koach. Motion passed.