

PUBLIC WORKS COMMITTEE MEETING OF THE CITY OF HUDSON, WISCONSIN

Monday, January 11, 2021 – 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/81764798655?pwd=RC9ad0VEWDhFWUh2MUQ3OVpnTmR0dz09>

Meeting ID: 817 6479 8655

Passcode: 348660

1 312 626 6799 US (Chicago)

AGENDA

(Click on agenda items to access documents related to that item)

1. Call to Order
2. Discussion and possible action on December 14, 2020 Public Works meeting minutes
3. Comments and Suggestions from Citizens Present

Comments are limited to five (5) minutes; must address items not listed on the agenda; are limited to issues that have an impact of the City of Hudson, and that the Public Works Committee may address at a future meeting. As presiding officer, the Public Works Chair, may allow public comment on agenda items during discussion by the committee following a motion and a second being made on said agenda item.

4. General Business:
 - A. Approve the LOE from Bolton & Menk in the amount of \$20,600 for the 2021 Stormwater Utility Improvement Project.
 - B. Discussion and possible action to draft driveway language and incorporate into the City Ordinances.
 - C. Approve the 2021 Public Works meeting schedule.
5. Project Update:
 - A. 2021 Street Maintenance Program – Carmichael Rd.
6. Items for Future Agendas
 - A. Snow plowing private streets.
7. Adjournment

Jim Webber
Public Works Chairman

Posted on city website 1-7-2021

Notice is hereby given that a majority of the City Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village BD, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Council will not take any formal action at this meeting.

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
DECEMBER 14, 2020

MEMBERS PRESENT Jim Webber, Paul Deziel, Sarah Atkins Hoggatt

OTHERS PRESENT Michael Mroz, Dean Chamberlain

Roll call taken. Chairman Webber called the Public Works Committee ZOOM meeting to order at 5:02 p.m.

DISCUSSION AND POSSIBLE ACTION ON THE NOVEMBER 16, 2020 PUBLIC WORKS COMMITTEE MEETING MINUTES MOTION by Deziel, second by Atkins Hoggatt to approve the minutes of the November 16, 2020 Public Works Committee meeting. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON THE RETAINING WALL POLICY Chamberlain provided a draft of the Retaining Wall Policy that includes a table to assist with identifying the cost sharing responsibility for retaining walls fronting city right of way. He added the permitting process is also included. It was noted an ordinance change would require a public hearing.

MOTION by Deziel, second by Webber to recommend approval of the draft of the Retaining Wall Policy and to recommend review by the City Attorney. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON THE INFRASTRUCTURE MANAGEMENT AND RECONSTRUCTION PLAN & TRANSPORTATION UTILITY FEE Chamberlain presented information on the proposed plan for reconstruction of City streets and the funding alternatives for consideration.

Chamberlain explained in detail the PASER rating system and maintenance strategies for extending pavement life. He noted the overall PASER rating for the major streets is currently at 5.75 and 5.08 for minor streets. He further provided estimated costs and various timetables for the improvements, noting the costs include water and sewer improvements. Various scenarios based on capital improvements budgets ranging between 2 million up to 8-9 million were also presented.

The overall Committee suggested breaking out the costs for the street improvements separately from the costs of the utility improvements.

Chamberlain went on to present funding alternatives for consideration for future improvements. He provided a detailed explanation of each, noting the pros and cons of the alternatives that include: Special Assessments; implementation of a Wheel Tax and a Transportation Utility fee. Included were scenarios for each based on commercial property and residential.

The overall Committee recommended staff to meet with the City Administrator to discuss the timeline for presenting the information to the full Council.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE CITY ENGINEER TO PREPARE PLAN AND SPECIFICATIONS FOR THE 2021 STREET MAINTENANCE PROGRAM: Mroz stated the

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
DECEMBER 14, 2020

2021 proposed street maintenance focuses on maintenance of the arterial streets based on conversations had at previous Public Works Committee meetings. He provided maps and the list of the proposed streets for crack filling and sealcoating. Noted the funding source will include a carryover of 2020 funds in the amount of \$35,000 and \$350,000 in the 2021 capital improvement funds.

MOTION by Deziel, second by Atkins Hoggatt to authorize City engineer to proceed with the preparation of plans and specifications for the 2021 Street Maintenance project. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION TO REMOVE THE ALLEYWAY IMPROVMENTS FROM THE SPECIAL ASSESSMENT POLICY Mroz stated over 75% alleys throughout the city are in need of repairs. Noted an overall assessment was done last fall giving each alley a PASER rating.

Mroz is suggesting the special assessment that is currently in place for cost sharing on alley improvements be removed from the assessment policy. Noting many property owners have already had assessments for curbside street repairs and have consistently rejected plans for the alley improvements for that reason and also for nonuse of the alley.

MOTION by Deziel, second by Atkins Hoggatt to recommend removal of the special assessment section for alley improvements from the policy. Further discussion on whether vacating the alleys would benefit the city and if utility easements would be needed. MOTION was withdrawn.

MOTION by Webber, second by Deziel to recommend withdrawing the motion for removing the special assessment for alleys and to recommend staff to discuss the process of vacating alleys with Community Development Director.

PROJECT UPDATE: Mroz stated staff is working with Bolton & Menk on the 2021 Storm Sewer project that will include structural improvements to the system on Elm Street at 8th, the end of Orange St. and some pond maintenance.

Chamberlain stated the bid letting for the Highway 35 project is January 12, 2021.

Mroz stated the salt inventory is holding up well with weather conditions expecting to be mild for the remaining year.

MOTION by Deziel, second by Atkins Hoggatt to adjourn the meeting. 6:51 p.m. MOTION CARRIED.

Submitted by,

Deb Andrews, Secretary



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Public Works Committee
FROM: Michael Mroz; Public Works Director
DATE: January 7, 2021
SUBJECT: Approve the LOE from Bolton & Menk in the amount of \$20,600 for the 2021 Stormwater Utility Improvement Project

BACKGROUND:

Each year, city staff identifies maintenance needs of the City's storm sewer system, which is publicly bid out. Examples of corrective repairs are:

- A) Replacement of broken pipe
- B) Replacement of deteriorated structures (catch basins, end walls, manholes)
- C) Adjustment/replacement of catch basin castings and rings
- D) Surface drainage corrections
- E) Post Construction Pond Maintenance

Enclosed, the Public Works Committee will find the repair projects identified for the 2021 season.

Furthermore, enclosed is a Letter of Engagement (L.O.E.) with Bolton & Menk to provide engineering services on the proposed project in the amount of \$20,600.

FUNDING SOURCE:

Funding for engineering services will be paid for out of the storm water utility budget, 640.48.53442. Annually, there is \$200,000 budgeted for storm water maintenance expenses.

STAFF RECOMMENDATION:

Approve the Letter of Engagement with Bolton & Menk, Inc. in the amount of \$20,600.

Enclosure: List of 2021 storm sewer repairs; LOE with Bolton & Menk

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: 2021 Storm Sewer Repairs

Project Number: _____

This Letter of Engagement is entered into this ____ day of _____, 2021, by and between the City of Hudson, 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Bolton & Menk, Inc.

Name of Consultant

2035 County Road D East, Maplewood, MN 55109

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 24th day of November 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

2021 Storm Sewer Repairs

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One as Fees Hourly NTE (NTE meaning Not to Exceed). Payment to the Consultant for fees described on Exhibit One as "hourly estimated" shall be based on actual hours Consultant worked on the specified task. Exhibit One is attached hereto and incorporated herein by reference.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this _____ day of _____, 2021.

Bolton & Menk, Inc.

City of Hudson, Wisconsin

By: _____

By: _____
Aaron Reeves, City Administrator

Name: Michael S. Nill, P.E.

By: _____
Rich O'Connor, Mayor

Title: Principal Engineer

Attest: _____
Becky Eggen, City Clerk

EXHIBIT 1

2021 Storm Sewer Repairs

Construction improvements consist of miscellaneous storm sewer repairs at various locations throughout the City.

Services to be performed:

Design Phase:

- Preliminary Investigations
- Preliminary Survey
- Prepare plans and specifications
- Prepare estimate of probable construction costs
- Prepare advertisement for bid and send to official newspaper
- Tabulate bids received
- Prepare contracts

Construction Phase:

- Organize Preconstruction Meeting
- Provide construction staking and observation as requested by City

Schedule of Performance:

- Public Works authorizes LOE.....January 11, 2021
- Council authorizes LOE.....January 18, 2021
- Council approves Plans and Specifications and authorizes Ad-for-Bid.....May 17, 2021
- Ad for Bid published.....May 20 & 27, 2021
- Open Bids.....June 10, 2021
- Council awards contract.....June 21, 2021
- Construction.....July 2021 – Sept 2021

Compensation:

- | | |
|--|-----------------|
| 1. Preliminary Survey: estimated 25 hours, not to exceed | \$3,900 |
| 2. Plan Phase: estimated 71 hours, not to exceed | \$11,000 |
| 3. Construction Phase: estimated 45 hours, estimated | \$5,700 |
| Total Estimated Engineering Cost: | \$20,600 |

2021 Storm Sewer Maintenance

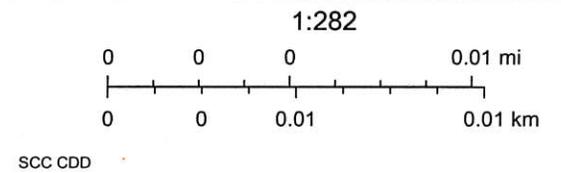
Structure I.D. Number	Repairs Needed
MH 97	New Structure
CB 349	New 3x5 casting
CB 348	New 3x5 casting
CB 347	Eliminate
CB 346	New 3x5 casting
MH1056	New Structure
CB 1056B	Add new catch basin

ArcGIS Web Map



1/7/2021, 10:46:57 AM

- Storm Inlets
- Storm Gravity Mains
- Hudson Parcels
- Storm Manholes
- Active

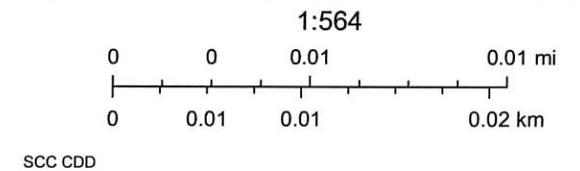


ArcGIS Web Map



1/7/2021, 10:45:52 AM

- Storm Inlets
- Storm Discharge Points
- Storm Gravity Mains
- Storm Manholes
- Storm Outfalls
- Active
- Priority
- Hudson Parcels



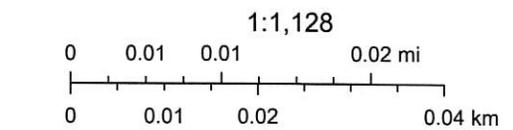
SCC CDD

ArcGIS Web Map



1/7/2021, 10:59:41 AM

- ☒ Storm Inlets
- ☉ Storm Manholes
- Storm Gravity Mains
- Active
- ▭ Hudson Parcels



SCC CDD



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Public Works Committee
FROM: Michael Mroz; Public Works Director
DATE: January 7, 2021
SUBJECT: Discussion and possible action to draft driveway language and incorporate into the City ordinances.

BACKGROUND:

Throughout the past year there have been situations regarding driveway requests, construction, and design standards that has revealed a glaring weakness in the City Ordinances on this topic. Currently, access language is can be found in §255-64 and approval language in §255-80

§ 255-64 **Access drives.**

- A.** Access drives may not be placed closer than five feet to any side or rear lot line. No access drive shall be closer than three feet to any single- or two-family residence nor closer than five feet to any multiple-family building or commercial/office building. The number and types of access drives onto major streets may be controlled and limited in the interests of public safety and efficient traffic flow.
- B.** Access drives onto state or county roads shall require written approval from the State or County Highway Engineer. This permit shall be acquired prior to the issuance of any building permits. The Engineer shall determine the appropriate location, size and design of such access drives and may limit the number of access drives in the interest of public safety and efficient traffic flow. The Engineer may refer the request for an access drive permit onto a state or county road to the Plan Commission for its comment and input.
- C.** Access drives to principal structures which traverse wooded, steep or open field areas shall be constructed and maintained to a width and base material depth sufficient to support access by emergency vehicles operated by the City of Hudson. The City Engineer shall review all access drives for compliance with accepted community access drive standards.
- D.** Driveway/accessway standards shall be as follows:
 - (1)** Slopes
 - (a)** Single-family detached: ten-foot vertical rise in 100 horizontal feet.
 - (b)** Commercial/multifamily: eight-foot vertical rise in 100 horizontal feet.
 - (2)** Width.
 - (a)** Single-family detached: ten-foot driveway base, with vegetation cleared to eight feet on each side of the driveway center line.

(b) Commercial/multifamily: ten-foot driveway base or as approved by the City Engineer.

(3) Pavement strength: capable of emergency fire or other heavy vehicles, whether public or private.

§ 255-80 Driveway access approval.

Driveway access approval to a public road shall be secured from the public agency (City, county or state) with jurisdiction and maintenance responsibilities over the road prior to issuance of a building permit from the City of Hudson.

Driveways are also referenced in the breaking permit, which has been included in the packet.

STAFF RECOMMENDATION:

Staffs recommendation is to rewrite the driveway access ordinance and add the language found in the breaking permit and Hudson's specifications as well as include more detailed language on setback requirements, driveway widths and design standards for new developments. I have enclosed the City of River Fall's driveway regulations that can be found in their city code for reference.

MOTION REQUESTED:

Direct staff to draft an updated driveway access ordinance, which will be brought back to Public Works Committee for review.

CITY OF HUDSON
STANDARDS FOR BREAKING PERMITS

Permits are issued in accordance with Chapter 212-2, Streets and Sidewalks, of the City of Hudson Municipal Code.

CONCRETE CURB & GUTTER

1. Curb and gutter is to be removed and replaced as one.
2. Section to be removed shall be done with a clean vertical saw cut or to the closest joint.
3. Replacement to be as shown in standard construction details as provided.
4. The grade cannot be changed without authorization of the Common Council.
5. If replacement causes damage to street, the area damaged is to be cut out and repaired according to ordinance. If there is bituminous overlay in the gutter, curb and gutter replacement shall be done at the same grade as existing with overlay replaced at the same thickness.

DRIVEWAY

1. Refer to curb and gutter policy.
2. Approach to be as shown in standard construction details as provided.
3. If driveway crosses sidewalk, the sidewalk must be at least 6 inches thick and shall be concrete.
4. All abandoned driveways must be removed and replaced with curb & gutter as per standard construction details.
5. One driveway cut per lot unless authorized by Public Works Director.
6. Widths are:
 - 14 feet maximum - single
 - 22 feet maximum - double
 - 22 feet maximum - shared driveway
7. Permit issued for driveway approach providing the driveway is extended into private property.

CONCRETE SIDEWALKS

1. Construction to be done as shown in typical sidewalk standard construction details as provided.
2. Width shall match existing. New construction width is to be a minimum of 5 feet.
3. Thickness shall be a minimum of 4 inches. If a sidewalk crosses a driveway, it shall be a minimum of 6 inches.
4. All sidewalks shall be broomed and brushed.

All concrete shall have minimum compression strength of 4,000 psi.
The City Inspector will inspect all construction.

All private driveways to or from public streets shall be subject to the following restrictions:

A. Driveway Width. Driveway transitions exceeding those shown may be approved by the city engineer for drives entering arterial streets if necessary to accommodate anticipated truck turning movements.

Zoning District	Max. Driveway Transition		Max. Width at Prop. Line	
	Taper	Radius	Single Drive	Combined Drive
RS, R-1, C	5'	5'	25'	40'
R-3, B-2, A, MHP, R-2	10'	10'	35'	50'
B-3, I-1, I-2, U, B-1	20'	20'	35'	50'

B. Driveway Spacing. Where it is not possible or practical to achieve the minimum required spacing as shown below, two driveways may be combined if the combined widths do not exceed the maximums prescribed by subsection A of this section.

Roadway Functional Classification	Minimum Spacing Along Curb Line
Freeway and Expressway	Driveways Not Permitted
Principal Arterial	150'
Minor Arterial	100'
Collector	10'
Local	10'

C. Driveway Angle to Street. The angle between the driveway and the street shall be between eighty (80) degrees and one hundred (100) degrees.

D. Minimum Distance of Driveway from Street Intersection. (Measured from the near curb line extended of the intersecting street to the closest limit of curb cut.) See following table:

If the driveway enters a street classified as a:	And the intersecting street is classified as a:	Then the minimum distance of the driveway from the street intersection shall be as follows:	
		Approaching	Leaving
Local Street	Local street	15'	15'
	Collector	20'	20'
	Minor arterial	25'	25'
	Principal arterial	25'	25'
Collector	Local street	25'	15'
	Collector	25'	20'
	Minor arterial	25'	25'
	Principal arterial	25'	25'
Minor Arterial	Local street	25'	15'
	Collector	25'	20'
	Minor arterial	35'	35'
	Principal arterial	35'	35'
Principal Arterial	Local street	25'	25'
	Collector	35'	25'
	Minor arterial	35'	35'
	Principal arterial	50'	50'

E. Restrictions. The plan commission may prohibit the construction of a private driveway entering a minor arterial or principal arterial when the use of that driveway may create or aggravate a traffic hazard. Driveways entering a freeway or expressway shall be prohibited.

(Ord. 2008-13 § 1; prior code § 21.05)

The following is a summary of city requirements and information which must be indicated on the proposed plan.

- A. Arrangement. Indicate location of parking spaces, maneuvering area and number of vehicles to be parked.
- B. Driveways. Maximum width of curb opening is thirty-five (35) feet. Minimum thickness of sidewalk at driveway opening shall be six inch three thousand (3,000) pound air entrained concrete, installed with No.10 gauge six by six mesh at the grade established by the city. The boulevard section of the driveway may be three inch bituminous material on a four inch stabilized gravel base.
- C. Street Curbing and Sidewalks. Required along all street frontages adjacent to a drive-in business. Also along street frontages of off-street parking facilities where determined necessary in the public interest. Established grades of sidewalks and gutters must be maintained.
- D. Setback Requirements. No part of a special purpose off-street parking facility shall extend closer to a street than one half of the setback which would be required for a building on the premises. No special off-street parking facility shall be located closer than eight feet to any adjoining property residentially zoned nor shall any part of the facility encroach on the minimum yard areas established under the zoning or building codes. Screen plantings, decorative fences, walls or a combination thereof shall be provided in these setback areas to protect adjacent residential properties.
- E. Barriers, Wheel Stops, Interior Curbing. All off-street parking facilities shall provide proper barriers, wheel stops or curbing to prevent encroachment onto adjacent public or private property and to protect existing or proposed structures. Monolithic curbing shall be a minimum of six inches high; precast concrete wheel stops shall be a minimum of eight inches high.
- F. Existing Facilities. Locate all driveways and buildings, noting those to remain or to be removed. Locate accurately and note all trees, poles, street lamps, stop signs, fire hydrants, drainage structures, curbs and other public facilities in the adjacent street or alley and show proposed location of anything that must be moved.
- G. Zoning and Land Use. The zoning and land use of the adjacent properties, as well as the zoning, existing land use and proposed land use of the subject property.
- H. Lot Surfacing. All driveways, off-street parking facilities and drive-in business lots shall be surfaced with Portland cement concrete, bituminous concrete or bituminous road mix, so as to provide a hard, durable, dustless surface. Unless impracticable and waived in writing by the city engineer, all such facilities shall be graded and drained to a point or points within the limits of the private lot such that no runoff shall exit the driveway into the public street, except that driveways for single-family and duplex dwelling units may drain to the public street. Further, such facilities shall be constructed with storm sewer catchment devices and pipes connecting to the city storm sewer system that are of sufficient size to accommodate the runoff from a ten (10) year design storm. French drain catch basins or vegetated retention basins may be permitted by the city engineer if city storm sewer is not reasonably available. All drain covers and grates installed for on-site storm sewer facilities shall be of a type that are nonhazardous to bicyclists and other two wheel vehicles. Surfacing shall be completed within one year of completion or occupancy of the principal structure unless a written extension is granted by the community development director.
- I. Regulations or Other Agencies. These requirements shall be held minimum and shall not annul or abrogate any more restrictive regulations imposed by other governmental agencies.
- J. Space and Aisle Requirements. The following indicates space and aisle requirements for parking at various angles:

TABLE A

Arrangement	Space Width	Design Length	Aisle	Direction
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Parallel	8.0'	24.0'	12'	One-way
30°	8.5'	16.4'	10'	One-way
45°	8.5'	18.7'	11'	One-way
60°	8.5'	20.0'	18'	One-way
90°	9.0'	20.0'	22'	Two-way

(Prior code § 21.38)



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Deb Andrews
Executive Assistant
dandrews@hudsonwi.gov
715-381-4599

TO: Public Works Committee

FROM: Michael Mroz, Director of Parks

DATE: January 11, 2021

SUBJECT: 2021 PUBLIC WORKS COMMITTEE MEETING DATES

The following dates are scheduled for the 2021 Park Board Committee meetings. All meetings will begin at 5:00 p.m. unless noted on the agenda:

Monday, January 11, 2021

Monday, February 8, 2021

Monday, March 8, 2021

Monday, April 5, 2021

Monday, May 10, 2021

Monday, June 14, 2021

Monday, July 12, 2021

Monday, August 9, 2021

Monday, September 13, 2021

Monday, October 11, 2021

Monday, November 8, 2021

Monday, December 13, 2021

ACTION REQUESTED: Approve the proposed 2021 Public Works Committee meeting schedule