

PUBLIC WORKS COMMITTEE MEETING OF THE CITY OF HUDSON, WISCONSIN

Monday, February 8, 2021 – 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/89695061455?pwd=Vlhxc296THk0Y1h2TWxMSXh3eHJVQT09>

Meeting ID: 896 9506 1455

Passcode: 395995

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AGENDA

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

1. Call to Order
2. Discussion and possible action on January 11, 2021 Public Works meeting minutes
3. New Business:
 - A. Discussion and possible action to develop a trail management plan
 - B. Discussion and possible action on Proposed Sign Request Policy
4. Old Business:
 - A. Discussion and possible action to amend alley way improvements in the Assessment Policy
 - B. Discussion on Multi-Use Trail snow removal
5. Project Update:
 - A. Wisconsin DOT Carmichael Bridge (EXIT 2) Maintenance Plan
6. Items for Future Agendas
 - A. Discussion and possible action to update the breaking permit and inspection procedures
7. Adjournment

Jim Webber
Public Works Chairman

Posted on city website 2-4-2021

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 ZOOM MEETING
CITY HALL COUNCIL CHAMBERS
JANUARY 11, 2021

MEMBERS PRESENT Jim Webber, Paul Deziel

MEMBERS ABSENT Sarah Atkins Hoggatt

OTHERS PRESENT Michael Mroz, Dean Chamberlain

Roll call taken. Chairman Webber called the Public Works Committee ZOOM meeting to order at 5:00 p.m.

DISCUSSION AND POSSIBLE ACTION ON THE DECEMBER 14, 2020 PUBLIC WORKS COMMITTEE MEETING MINUTES MOTION by Deziel, second by Webber to approve the minutes of the December 14, 2020 Public Works Committee meeting. MOTION CARRIED.

APPROVE THE LOE FROM BOLTON & MENK IN THE AMOUNT OF \$20,600 FOR ENGINEERING SERVICES FOR THE 2021 STORMWATER UTILITY IMPROVEMENT PROJECT Mroz stated Bolton & Menk provided a cost of \$20,600 for engineering services for the 2021 Stormwater Improvement project. Noted the services include surveying the proposed improvement areas, preparation of plans and specifications, developing estimated construction costs, advertisement for bids, and prepare contracts. He added that the funds are included in the Stormwater Utility budget.

Mroz stated the plan will include stormwater structural improvements at 8th & Elm Street, 1st & Orange Street, including a portion of the trail and Orange Street launch area and embankment erosion along the St. Croix River near St. Croix St. which will also address trail access to the water. He added that any remaining funds will include pond maintenance at Pond 141, Diamond Drive.

MOTION by Deziel, second by Webber to recommend approval of the LOE with Bolton & Menk in the amount of \$20,600 for the 2021 Stormwater Improvement project. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION TO DRAFT DRIVEWAY LANGUAGE AND INCORPORATE INTO THE CITY ORDINANCES Mroz stated situations have come up regarding driveway requests, construction, and design standards, which continue to be challenging due to the current City Ordinance 255-64 Driveway Access and City Ordinance 255-80 Driveway Access approval.

Mroz is recommending approval to allow staff to update the breaking permit and City of Hudson specifications be written to include more detailed language on the set back requirements, driveway widths and designs for new developments.

MOTION by Deziel, second by Webber to direct staff to provide a draft of the driveway specifications and language change to the City Ordinances 255-64 & 255.80. Deziel commended city staff for the ongoing efforts in updating city policies and ordinances. MOTION CARRIED.

PUBLIC WORKS COMMITTEE ZOOM MEETING
CITY HALL COUNCIL CHAMBERS
JANUARY 11, 2021

APPROVE THE 2021 PUBLIC WORKS MEETING SCHEDULE Mroz provided 2021 dates for the Public Works Committee meetings. Noted the Committee normally meets the 2nd Monday of the month following the Council meetings.

MOTION by Deziel, second by Webber to approve the 2021 Public Works Committee meeting schedule. MOTION CARRIED.

PROJECT UPDATE:

2021 STREET MAINTENANCE PROGRAM – CARMICHAEL ROAD Mroz stated the 2021 Street Maintenance program includes a portion of Carmichael Road, starting at Crestview Drive heading south. Due to the number of cracks staff explore alternative solutions for preventative maintenance. Ultimately the City Engineer and Public Work Director felt a combination of flex patching, spray patching and crack filling would be the best methods at this time.

ITEMS FOR FUTURE AGENDAS Mroz suggested discussion on the snowplowing of public vs. private be added to the agenda. Noted issues with developments with private streets not being plowed.

Webber mentioned the number of snow-covered trails/sidewalks along Crest View Drive and concern with safety and handicap access. Mroz stated there is a definite need to define the responsibility of trail maintenance. He added that snow removal contracted services have been added to the downtown area to assist with the operations.

Chamberlain stated a request was received for improving the pedestrian crossing lights at Vine and Diamond Drive.

Chamberlain stated the Highway 35 State bid was delayed to March. Noted concerns with the delays due to higher labor and construction costs.

Chamberlain stated a presentation by WIS DOT is scheduled for the upcoming Council meeting on the Carmichael Road Bridge Improvement schedule. Noted lane closures, etc. will be discussed.

MOTION by Deziel, second by Webber to adjourn the meeting. 5:35 p.m. MOTION CARRIED.

Submitted by,

Deb Andrews
Secretary



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@ci.hudson.wi.us
ph: 715-716-5746
www.ci.hudson.wi.us

TO: Public Works Committee

FROM: Michael Mroz; Director of Public Works

DATE: February 4, 2021

SUBJECT: Discussion and possible action to develop a Trail Management Plan

BACKGROUND:

The City of Hudson owns and maintains over 74 miles of streets and roads, 50 miles of sidewalks, 12 miles of trails, and many more miles of water main, sanitary sewer, and storm sewer utilities. The City views its infrastructure as a necessity to promote a thriving community. The City is thus concerned with keeping these important transportation and utility connections in a serviceable condition for as long as possible in a cost-effective way.

Therefore, city staff has been developing a Pavement and Infrastructure Management Plan over the past several months to determine the amount and types of investments that are needed to keep the city's infrastructure adequately maintained. The plan will serve as a roadmap for future maintenance and reconstruction projects if our streets and underground infrastructure.

What it does not include is multi-use trails, therefore staff is recommending we develop a Trail Management Plan, which would be included in the Bike and Pedestrian Master Plan.

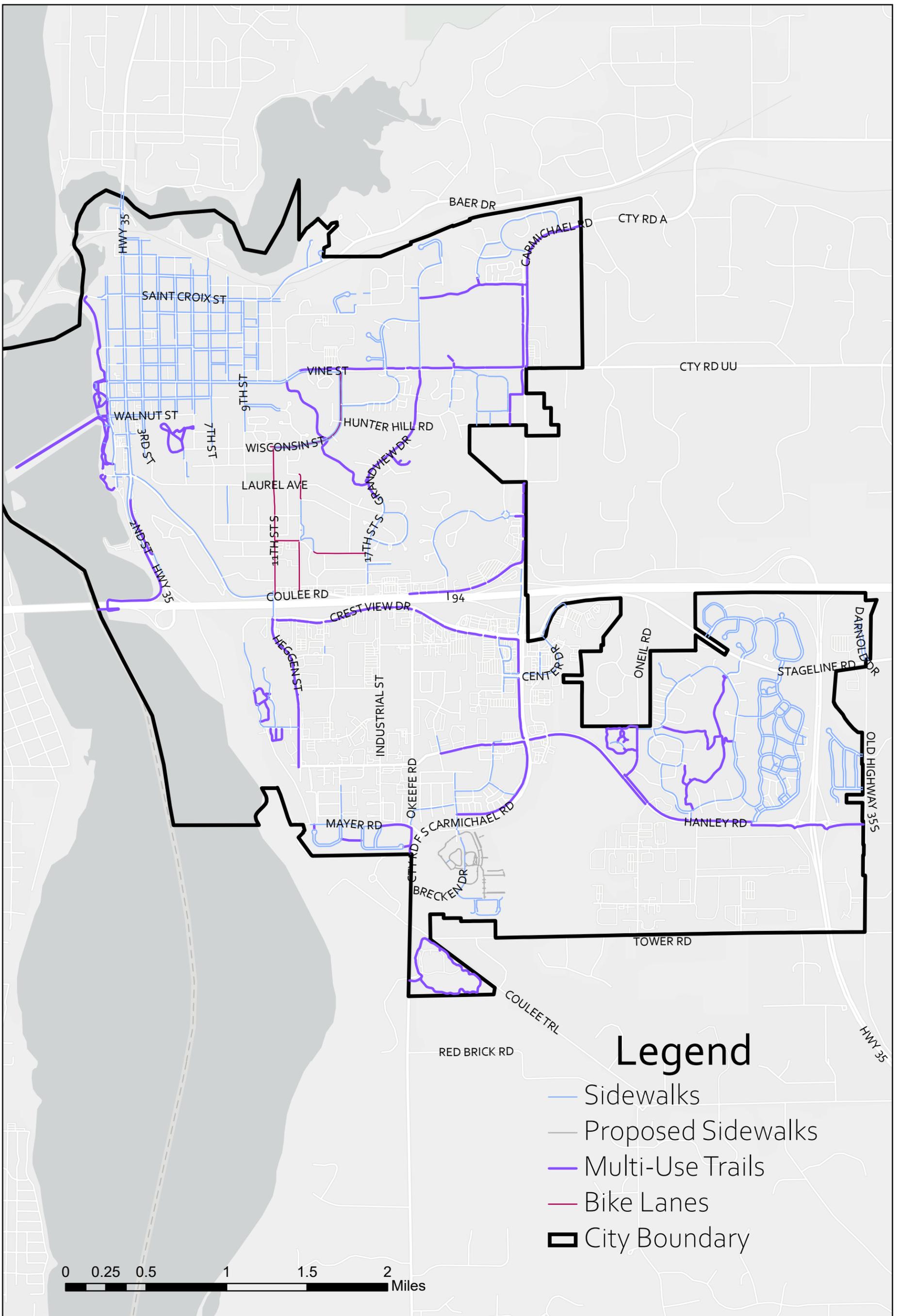
The Trail Management Plan would identify those trails under the jurisdiction of the City, current conditions, and develop proposed maintenance program.

FUNDING SOURCE:

The City would internally draft this report. Funding for projects leading out of this plan will require CIP, grant, or other funding to be identified at the time of project development.

STAFF RECOMMENDATION:

Direct staff to draft a Trail Management Plan, which would be brought back to the Public Works Committee for review.



Legend

- Sidewalks
- Proposed Sidewalks
- Multi-Use Trails
- Bike Lanes
- City Boundary

0 0.25 0.5 1 1.5 2 Miles

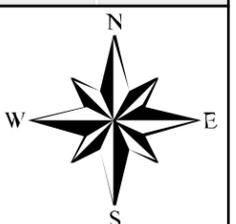


City Hall
505 3rd Street
Hudson WI 54016

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Date Printed: 2/2/2021 10:39 PM

TRAILS & SIDEWALKS

FEBRUARY 2021
Hudson, Wisconsin





505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.hudsonwi.gov

TO: Public Works Committee
FROM: Dean Chamberlain – City Engineer
DATE: February 4, 2021 (for February 8, 2021 meeting)
SUBJECT: Discussion and Possible Action on Proposed Sign Request Policy

BACKGROUND:

Per direction at a previous Public Works Committee meeting, staff has drafted a proposed sign request policy. This proposed policy puts in place some standards and restrictions for sign installations requested by the general public or committees, and it lays out a procedure for approval of such requests.

This proposed policy is to be discussed at the February 4, 2021 Public Safety Committee. Comments from the Public Safety Committee discussion will be presented at the Public Works Committee meeting.

RECOMMENDED ACTION:

Staff recommends approval of the proposed policy with any revisions requested by the Public Works and Public Safety Committees.



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STREET SIGN REQUEST & INSTALLATION POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for requesting and installing signs on streets over which the City of Hudson has jurisdiction.

Requesting and installing STOP or YIELD signs shall follow the adopted City of Hudson Stop and Yield Sign Policy.

This policy does not apply to signs deemed necessary for installation by the City Engineer or Public Works Director as a part of a related project or as a standalone project.

II. BACKGROUND

The Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD) provides standards, guidance, and options for installation of signs on any roadway within the State of Wisconsin.

The WMUTCD lays out certain standards which must be followed on all roadways within the State of Wisconsin. These standards are not subject to interpretation or modification by local jurisdictions.

The WMUTCD also lays out guidance and options for consideration when considering installation of signs on public roadways. Guidance in the WMUTCD refers to recommended, but not mandatory, practices that are meant for typical situations. Deviations to the guidance sections in the WMUTCD are allowed if engineering judgment or an engineering study indicates the deviation to be appropriate.

The policy established in this document is intended to comply to the greatest extent possible with the requirements of the WMUTCD.

III. POLICY

A. General

The City of Hudson will consider installation of traffic signs to safely and effectively manage the flow of vehicular, bicycle, and pedestrian traffic through the city's street network.

The City of Hudson, without exception, will follow all standards described in the current edition of the WMUTCD regarding the installation of any traffic control device.

For all requests of signs on City roadways, the City Engineer or his/her designee will conduct an engineering study to determine whether the proposed sign installation is appropriate or if another traffic control solution would be more effective to address the issues contributing to the request. The engineering study may consider the following depending on the sign being installed:

- Vehicular, bicycle, pedestrian, and other traffic volumes on all intersection approaches
- Number and angle of all approaches
- Approach speeds
- Sight distance available on each approach
- Reported crash experience
- Description of applicable WMUTCD standards and guidance and determination of whether the proposed sign installation meets the standards and guidance
- Explanation of engineering judgment used to modify or overrule WMUTCD guidance
- Consideration of alternative measures to address underlying issues contributing to the proposed installation of the sign

Each study will consider the unique characteristics of the street segment or intersection where the sign is proposed.

Less restrictive traffic control will typically be considered and prioritized first before more restrictive traffic control.

B. Restrictions Related to Specific Signs

The following signs will not be installed in the City of Hudson unless otherwise approved by the City Engineer and Public Works Director due to proven ineffectiveness in research studies or inapplicability to public streets:

- W11-3 Deer Crossing
- Deaf or Blind Child Signs
- "SLOW" signs
- "NO THRU TRAFFIC" signs

IV. PROCEDURE

The following procedure will be taken with all requests for the installation of signs.

- 1) All sign requests shall be sent to the City Engineer or Public Works Director in writing or by direction of the Public Safety Committee, Public Works Committee, or City Council to initiate the procedure.
- 2) The City Engineer will conduct an engineering study for the location proposed for the installation of the signs.
- 3) A staff group comprising the City Engineer, Public Works Director, and other staff as needed will review the results of the Engineering Study. The staff committee will rate the request as one of the following:
 - a. "Not Recommended" – This designation will be applied only if the request violates the conditions of this policy or the standards within the WMUTCD.
 - b. "Further Discussion or Analysis Warranted" – This designation will be applied if the sign request meets the conditions of this policy and the standards within the WMUTCD but staff believes that further study or an analysis of alternative measures is needed.
 - c. "Recommended" – This designation will be applied if the sign request meets the conditions of this policy and the standards within the WMUTCD and that the requested sign is, in staff's view, the best course of action to solve the particular issue leading to the request.
- 4) If the request is rated as "Not Recommended", staff will inform the requestor of the determination and the reasons for such as designation. The sign request will not be forwarded for future discussion at a committee meeting. The requestor may appeal the designation to the Public Works Committee.

If the request is rated as "Further Discussion or Analysis Warranted" or "Recommended", the City Engineer or Public Works Director will discuss the sign request at the next applicable committee meeting(s) as appropriate. For any sign request related to existing or potential future public safety concerns, the request must be discussed at the Public Safety Committee. For any sign request paid for by Public Works general operating or capital funds, the request must be discussed at the Public Works Committee. For requests applicable to both committees, the request will be first discussed at whichever committee meets first and then at the committee meeting second.

- 5) For sign requests requiring discussion by the Public Safety Committee, the Public Safety Committee will, upon consultation with staff and consideration of the results of the engineering study, determine whether the proposed sign will address the underlying safety concerns leading to the request or if additional analysis is needed to make a determination.

For sign requests requiring discussion by the Public Works Committee, the Public Works Committee will, upon consultation with staff and consideration of the results of the engineering study, determine whether the proposed sign installation is recommended given available budgets, specific site constraints, and other factors or if additional analysis is needed to make a determination.

If additional information is needed by committee decision, the City Engineer and Public Works Director will collect and analyze any needed additional information and bring the matter back to the appropriate committee(s) for additional discussion.

If the sign request is approved by the appropriate committee(s), it will be forwarded to the Common Council for consideration and approval.

- 6) If a recommendation is forwarded to the Common Council for installation of the proposed sign, the City Council will consider the recommendation and approve, modify, or deny the recommendation or take an alternative action as deemed appropriate.

No publicly-requested signs will be installed except as approved by the City Council and following the procedure in this policy.

This policy will be reviewed when the WMUTCD is updated to ensure the policy does not conflict with the WMUTCD. The policy may be reviewed sooner upon direction by City Council or upon recommendation by City staff.

Policy developed by:

Dean Chamberlain, PE
City Engineer
dchamberlain@hudsonwi.gov
715-716-5729

Policy Reviewed By Public Works Committee on _____

Policy Reviewed By Public Safety Committee on _____

Policy Approved By City Council on _____



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: February 4, 2021

SUBJECT: Discussion and possible action to amend alleyway improvements in the Assessment Policy

BACKGROUND:

In 2019, Public Works Committee approved general procedures for alley paving projects and to implement an improvement program in the capital improvement plan. Staff has since included \$80,000 in the proposed 2021-2022 Capital Improvement Plan to start reconstruction of our alleyway system.

Staff also assessed the current condition of all the alleys in 2019 and gave each block a PASER rating. The collected data concludes that 55% of the alleys need significant structural improvement (reconstruct). The following is a breakdown of the ratings.

<u>PASER SCORE</u>	<u>Total Alleys</u>	<u>Percentage</u>	<u>Treatment type</u>
7-9	3	less than 1%	Crack Filling
5-6	16	39%	Mill and Overlay
2-4	22	55%	Reconstruct

In total, the City has 43 blocks of alleys, which will take 10-13 years to replace at the proposed funding levels. In order to be more proactive and to not have citizens reject the program, I am recommending the Public Works Committee and Common Council amend the Assessment Policy and remove commercial and residential alley improvements assessments (attached). Residents have consistently rejected plans to reconstruct alleys because they have already been assessed for the street side of their property or they state that they do not use the alley.

For reference, the estimated cost to reconstruct an alley of 12' width and 330' length is approximately \$15,000. Per the Assessment policy, the city would only cover 50% of the cost or \$7,500. The estimated total cost to perform all identified maintenance treatments to the alleys is between \$500,000-\$550,000.

UPDATE:

Staff was directed to identify those alleyways that would be a candidate to vacate. Only four alleys were identified at this time (map enclosed).

STAFF RECOMMENDATION:

Following discussion, staff recommends removing alleyway improvements from the Assessment Policy for both commercial and residential districts. Initial development would remain 100% to the benefitting property owners.

SPECIAL ASSESSMENT POLICY
City of Hudson, Wisconsin

II. COST ALLOCATION

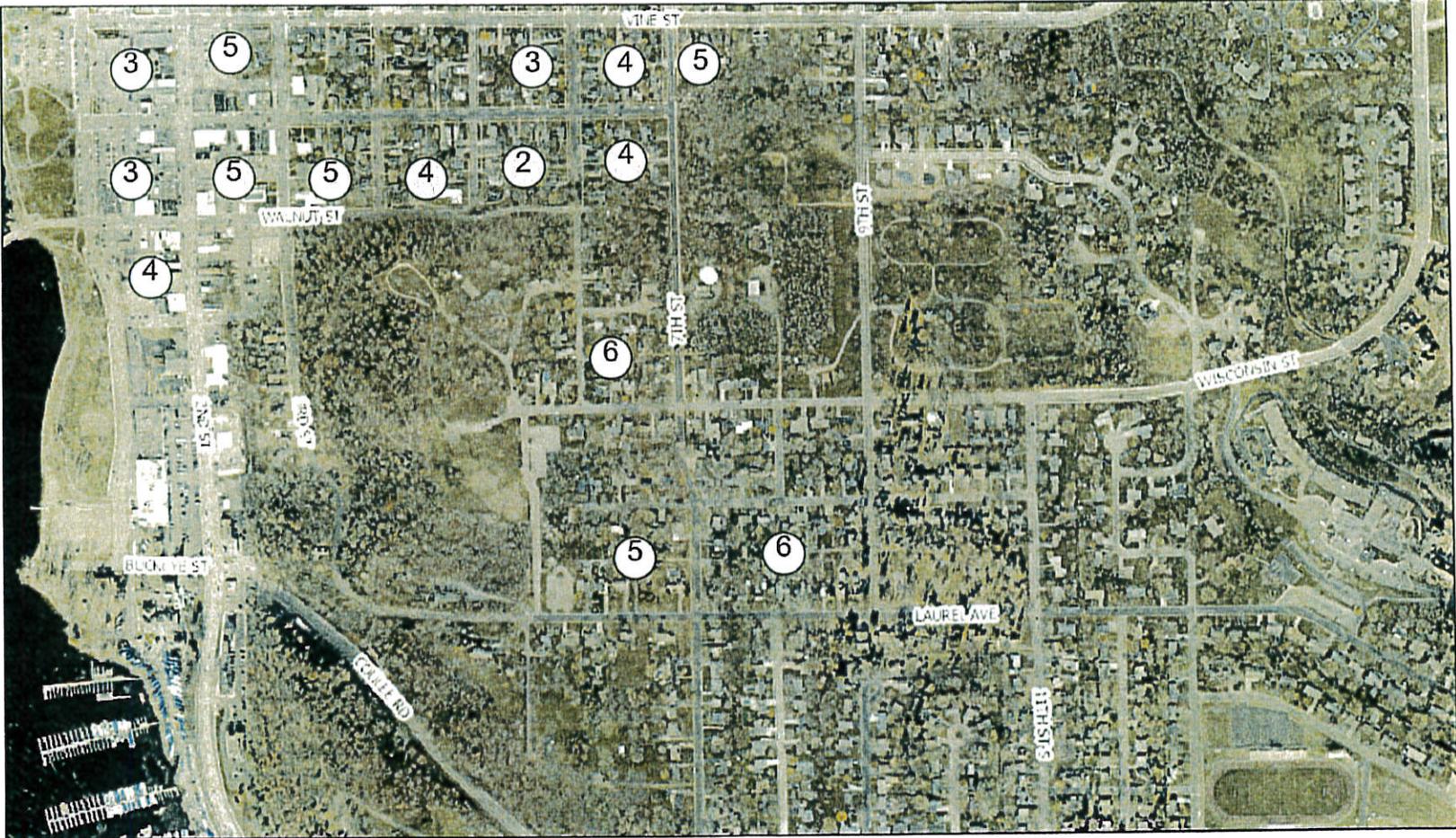
There are two factors to be taken into consideration when considering the cost allocation of any improvement. One, "What is the public benefit as opposed to the private benefit?", and two, "Is the allocation of the private benefit costs between or among the benefited properties?"

A. Public/Private Benefit:

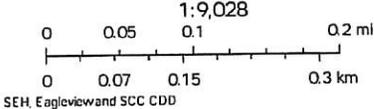
Regarding public and private benefit, the following policies are in effect in the City of Hudson:

1. Street Improvements. 100% of the cost of new local street improvements will be allocated against the benefited property. Replacement of street surface between curb and gutter on either side of the street will not be assessed. (Amended 7/5/88)
2. Original and Replacement of Driveways. Original and replacement costs of driveways, from curb and gutter to property line, shall be 100% assessed against the benefited property. (Am. 7/5/88)
3. Sanitary Sewer Collection Mains. New sewers will be 100% assessed against benefited property. Replacement of sewers will not be assessed.
4. Water Distribution Mains. New water lines will be 100% assessed against benefited property. Replacement of water lines will not be assessed.
5. Alleys.
 - (a) Commercial and Industrial Districts Construction and improvement of alleys, where required by the Plan Commission in commercial and industrial districts, shall be 100% assessed against the benefited property.
 - (b) Residential Districts The total cost of all work involved in the original construction of alleys shall be 100% assessed against the benefited property. When alley improvements are necessary, costs shall be shared on a 50/25/25 basis between the City and the benefitting property owners. The City would pay 50%, the property owners on each side of the alley would pay 25%. (Cr. 6/20/94)
6. Frontage Roads. Where a frontage road is required to serve an area, the total cost of the road will be assessed against the total area benefiting from the road, which may include more than the property abutting the frontage road.

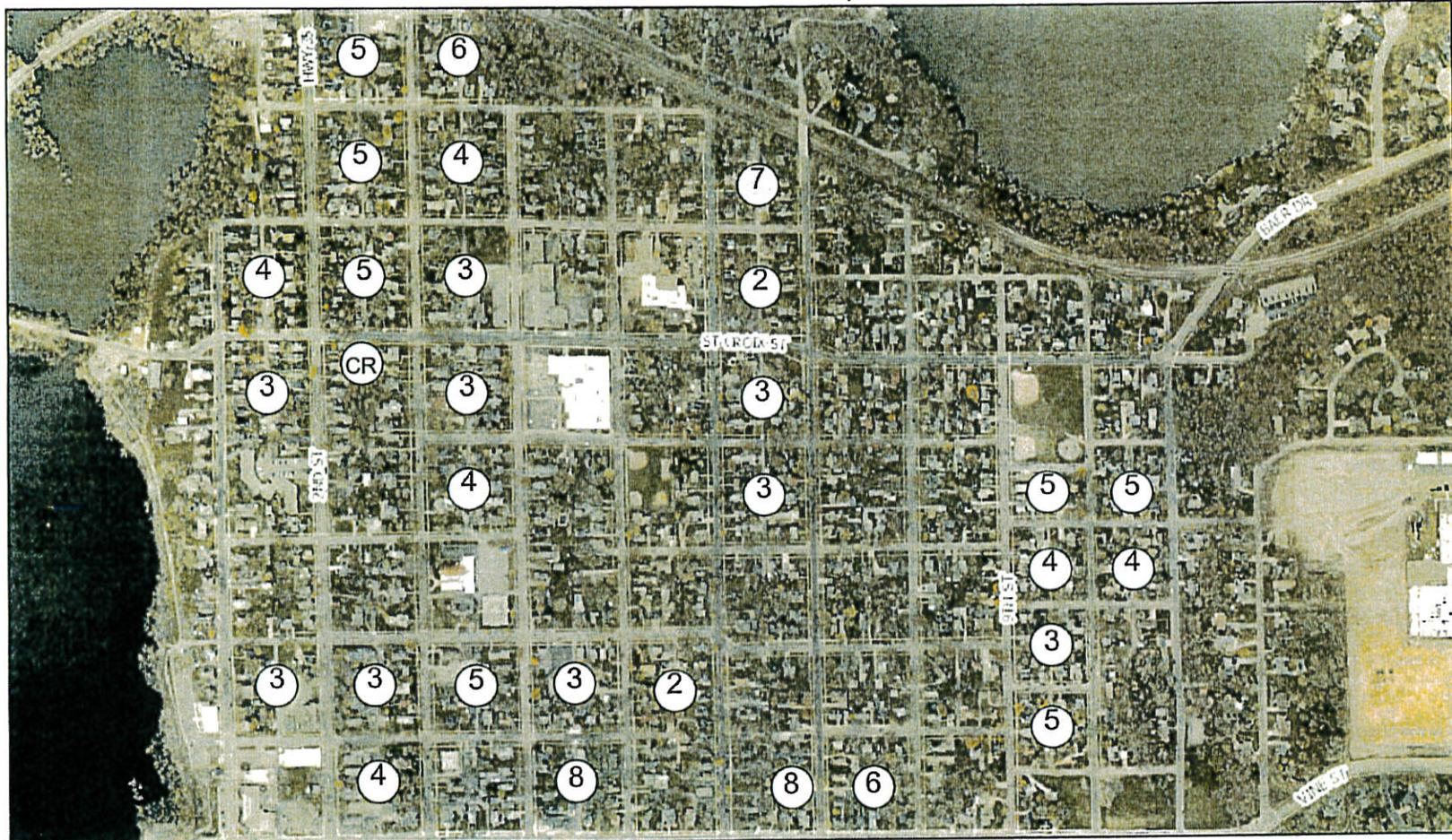
SmartConnect Map



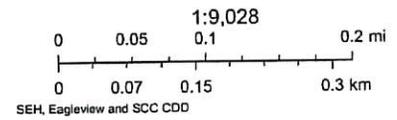
June 18, 2019



SmartConnect Map



June 18, 2019

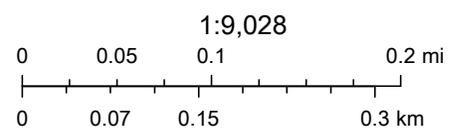


SmartConnect User
SEH | Eagleview and SCC CDD |

ArcGIS Web Map



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SCC CDD



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www.ci.hudson.wi.us

ISSUE SHEET

TO: Public Works Committee
FROM: Michael Mroz; Director of Public Works
DATE: February 4, 2021
SUBJECT: Discussion on multi-use trail snow removal

BACKGROUND:

At the February 2020 Public Works Committee meeting staff was directed to identify costs associated with increased snow removal efforts of the trail system. Currently the City only removes snow from trails that are in Parks or are adjacent to public property.

In order to take on the snow removal responsibilities of approximately 12 miles of trails, the City would need to invest in the proper equipment and consider adding a full-time employee or seasonal part-time position to assist with these efforts. Keep in mind, staff continues to pursue additional trails and are requiring developments to install multi-modal means of transportation which continues to add miles to the overall system.

Estimated Cost of Equipment:

1. 5610 Toolcat	\$50,002.50
2. V-Blade	\$3,013.12
3. 66-inch snowblower	\$4,185.94
4. 68-inch angle broom	\$3,826.32
	\$61,027.88

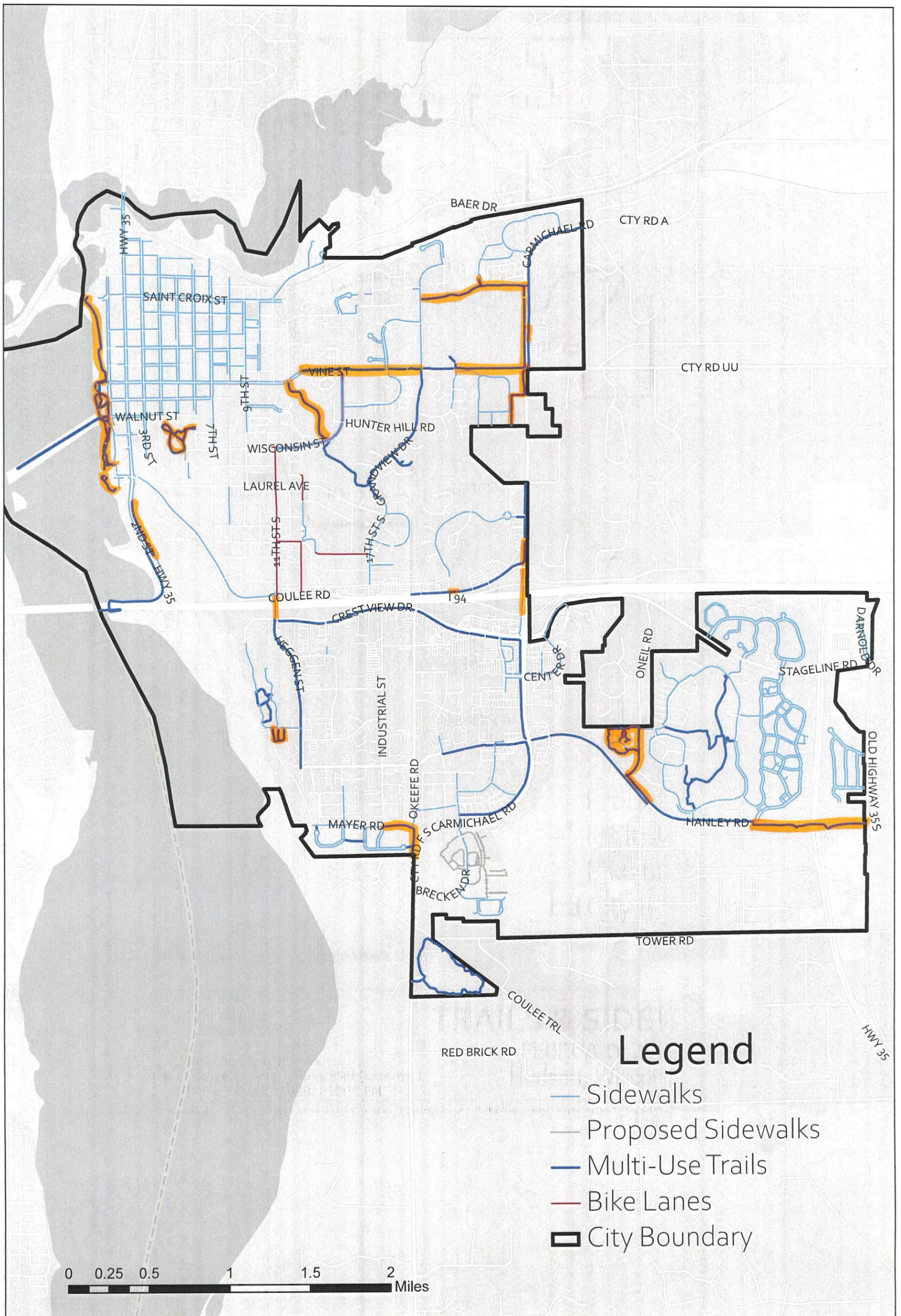
Estimated Expense of a FTE including benefits: \$80,000.00

TOTAL: \$141,027.88

ACTION REQUESTED:

No action requested at this time.

Enclosure(s): Trail Map highlighting city maintained trails, Snow/Ice Violation door hanger



Legend

- Sidewalks
- Proposed Sidewalks
- Multi-Use Trails
- Bike Lanes
- City Boundary

0 0.25 0.5 1 1.5 2 Miles

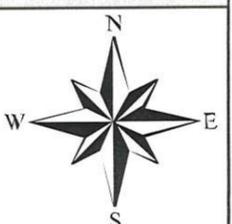


City Hall
505 3rd Street
Hudson WI 54016

Map (c) City of Hudson
Data (c) City of Hudson, ESRI (base map)
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TRAILS & SIDEWALKS

FEBRUARY 2021
Hudson, Wisconsin



This data (i) is furnished "AS IS" with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal engineering or surveying purposes. The City of Hudson shall not be liable for any damage, injury or loss resulting from this data.



Snow/Ice VIOLATION

Date: _____ Time: _____

City of Hudson code requires the owner/occupant to remove all snow from sidewalks 24 hours after cessation of a snowfall or the City shall remove the snow and ice, and the cost will be billed to the property owner (per current City Fee Schedule). Failure to pay for said services, upon billing, will result in the costs being special assessed against the property and placed on the annual tax roll.

Note: The City is not required to provide this notice, and this will be the ONLY notice you receive. Any future violations will be cleared by the City without further notice and charged to the owner.

Snow and ice control at your property is in violation of City Ordinance for the following reason(s):

- Sidewalk not cleared full width.
- Sidewalk is icy.
- Pedestrian ramp needs to be cleared.
- Snow from the premises is being deposited onto public sidewalk or street.

For further information or questions, please contact:

Michael Mroz Director of Pub Works (715) 716-5746	Deb Andrews Pub Works Exec. Assist. (715) 381-4599
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Sec. 212-9. - Snow and ice removal.

(A) **Sidewalks to be kept clear.** The owner or occupant of any lot or parcel shall, **within 24 hours after cessation of each continuous period of snowfall, remove all snow and ice** which may have fallen or accumulated upon the sidewalk(s) abutting such lot or parcel, provided that when ice or packed snow has so formed that it cannot be removed, the owner or occupant shall keep the same sprinkled with a nonskid material which will prevent the sidewalk from being dangerous to pedestrians. This requirement shall also apply to the main sidewalk as it extends from a corner lot to the curb line of an intersecting street. The requirement shall also apply to pedestrian ramps which shall be cleared to the full width of said ramp.

(1) **Failure to remove.** If the owner or occupant fails to comply with the subsection, the City shall cause the snow or ice to be removed or sprinkled as required in the subsection, the cost thereof to be charged to the owner of the property, who will be billed for such services within 30 calendar days. The owner of the property shall pay all charges so billed within 30 calendar days of the date of the invoice.

(2) **Failure to compensate.** If the City is not paid within 30 calendar days of the date of the invoice a penalty of 12% per annum being added to the cost of the services billed. Failure to pay the City for the services billed will result in the costs being assessed against the property as a special tax, and all costs delinquent from the previous winter will be entered upon the tax roll each December 1.

(B) **Deposits of Snow Restricted.** Except the clearing of snow from sidewalks or entries located upon a public right-of-way, no person shall cause snow to be deposited on boulevards, sidewalks, streets, or avenues or any other City-owned property without permission therefor from the City. Payment of a fee sufficient to reimburse the City for the cost of removing any snow so deposited without permission may be required.

(C) **Depositing Snow on Private Property.** All snow from private property (driveways or parking lots) shall be either deposited on the originating owner's property or hauled away by the owner or his agent. Property owners shall not place their snow on other property without permission from the owner of the other property.

Snow/Ice Control Violation Receipt

Address: _____

Removed By: _____

Date: _____ Time: _____

Notes: _____