

OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Public Works Committee of the City of Stoughton, Wisconsin will hold a regular Public Works Meeting as indicated on the date, time and location given below.

Meeting of the: Public Works Committee of the City of Stoughton

Date /Time: Thursday, August 18th, 2022 at 6:00 pm

Location: This meeting will be offered as a Hybrid with both in person and virtual option.

In Person Meeting Will be Held At:

The Stoughton Public Works Facility, 2439 County Rd A, Stoughton WI 53589

Virtual Meeting – Join from your computer, tablet or smartphone:

https://meet.goto.com/201139773

You can also dial in using your phone.

United States: <u>+1 (669) 224-3412</u> **Access Code**: 201-139-773

Members:

Tom Majewski, Jean Ligocki, Fred Hundt, Rachel Venegas, Kay Rashka, and Mayor Tim Swadley

Item # CALL TO ORDER

- 1. Communications
- 2. Approve Minutes of the July 21, 2022 Meeting

Item#

OLD BUSINESS

3. Review and Approve Contract to Design and Install Landscaping on the new Roundabouts on Hwy 51 and the existing Roundabout on Hwy 138.

Item # NEW BUSINESS

- 4. Review and Possible Recommendation for Lane Configuration Changes to Segment 3 and 4 of the DOT Majors Project through Stoughton (Page St to Hoel Ave).
- 5. Review and Approve the John's Disposal Annual Fee Adjustment Based on the Consumer Price Index for the Midwest Region.
- 6. Review Sidewalk Installation Policy as it Relates to Public Works Committee Project Review
- 7. Future Agenda Items
 - a. Minimum Terrace Width for New Development
 - b. Minimum Landscape Maintenance Standards for Commercial Properties
- 8. Adjourn

ADJOURNMENT

cc: Council Members, City Leadership Team, City Attorney Matthew P. Dregne, Library Administrative Assistant Sarah Monette, Stoughton HUB stoughtonreporter@wcinet.com, stoughtoneditor@wcinet.com

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE CITY COUNCIL

Public Works Committee Thursday, July 21st, 2022 (Hybrid Meeting)

Members Present: Kay Rashka, Tom Majewksi, Jean Ligocki and Mayor Swadley

Absent/Excused: Rachel Venegas & Fred Hundt

Staff: Public Works Director Brett Hebert and Jennifer Wagner – Administrative Assistant

Guests:

<u>Call to Order:</u> Majewski called the meeting to order at 6:03 PM

1) Communications:

- *Hebert* stated the Schefelker Park playground is currently being installed and should open early next week
- *Hebert* stated they have been working on CIP budget items and road projects that need to be done but also need to be cost conscious with how much work needs to be done
- *Hebert* stated crews have been working on painting crosswalks, slow school zones and parking areas.
- *Scheel* stated pulverization projects have begun and reconstruction of Academy St is underway. The roundabouts are still progressing and on schedule to be complete by October 15th. There have been some visibility concerns as far as safety so suggestions have been made to the DOT on how to improve that.
- 2) <u>Approve May 19th, 2022 Meeting Minutes:</u> Motion by Rashka seconded by Majewski to approve the minutes. Motion carried 4-0.

New Business:

3) Review and Approve the Financial Agreement Between the State of Wisconsin and the City of Stoughton for Costs Associated with the Reconstruction of USH 51 from Harrison Street to Roby Road Scheduled to be Constructed in 2026.

Scheel explained this would be a total curb, gutter and sidewalk reconstruction with sidewalks being widened 10 feet on the north side of the street which will make for great pedestrian safety. He also presented a summary of estimated cost allocations so this would just need to go to Council for approval.

Motion by Rashka to recommend to Council to approve, seconded by Ligocki. Motion carried 4-0

4) Review and Approve the Financial Agreement Between the State of Wisconsin and the City of Stoughton for Costs Associated with the Reconstruction of USH 51 from Roby Road to CTH B Scheduled to be Constructed in 2026:

Scheel presented an estimated summary of costs that includes a pedestrian underpass near Charles Lane as well as retaining walls and street lighting. They do also anticipate grant assistance for a big portion of the costs. The reason for approval is so this solidifies that the DOT can move forward and begin the design.

Motion by Ligocki to approve, seconded by Rashka. Motion carried 4-0

5) Review and Approve the Proposed Light Bulb Collection Program:

Hebert explained we periodically get calls from residents wondering where they can properly dispose of their bulbs so that they do not end up in landfills. Since most stores no longer take them, he thought it may be beneficial to offer this to residents. Hebert explained that Martin Briggs, head of Facilities Maintenance for the City, already uses Lamp Recyclers and Public Works would team up his already existing rapport to help keep costs down. Hebert presented the costs they charge per bulb and what we could possibly charge residents to help offset the costs the City accrues. Questions were raised about having drop boxes to make it easier for residents vs having to come to the Public Works building and/or possibly offering it as a free service for the first year to get the program off the ground and gauge interest.

Motion by Rashka to round up to the nearest nickel and have the first six free to residents, Seconded by Ligocki. Carried 4-0

6) Review and Approve Updated Memory Bench Program Fee Change:

Hebert explained that residents can have a bench put in a park of their choice in memory of someone. It can be an entire bench or just a plaque on an existing bench. However, before we would be able to advertise this program, we would need approval for the costs associated with each option. The plague would be \$350.00 and an entire bench with plaque would be \$900.

Motion by Rashka to approve costs, seconded by Ligocki. Motion carried 4-0

7) Review and Approve the Strategy to Submit a Purchase Order for Certain Truck Chassis Approved in the Five CIP Budget:

Hebert explained that due to the current supply chain issues and increase in demand, the lead time to take delivery of a large truck chassis has gone from four months to five years. Public Works is looking to do PO's (contract to purchase) for the next five years. That way we are already in line and a check is not issued until delivery of the truck.

Motion by Ligocki to approve, seconded by Rashka. Motion carried 4-0

8) Review and Approve Contract to Design and Install Landscaping on the new Roundabouts on Hwy 51 and the existing Roundabout on Hwy 138:

Hebert explained that bids for this project were due this last spring but we only received one bid and it was over budget. The lack of bids that came in were due to contractors not having the staff or time to do this project. Hebert reached out to Moyer's with the initial design from Saki and came back with costs that were close to what it was budgeted for. Hebert then presented a summary of costs and the landscape design Moyer's provided. Concerns were raised that the stone could be

hard to maintain especially in winter months and getting on the roadways. As well as the lack of mulch for the plants to survive. With these concerns in mind, Hebert stated he would go back to Moyer's to get pricing for bark mulch instead.

8) Future Agenda Items:

Minimum Terrace Width for New Development

Minimum Landscape Maintenance Standards for Commercial Properties

Optional Lane Configuration

Procedure Policy for sidewalk Engineering

9) <u>Adjourn:</u> Motion to adjourn by Rashka, seconded by Ligocki to adjourn the meeting at 7:24 pm. Motion carried 4-0

Respectfully submitted by Jen Wagner



CITY OF STOUGHTON PUBLIC WORKS DEPARTMENT

2439 County Rd A, Stoughton, WI 53589 (608) 877-8684 Office (608) 877-8387 Fax

BRETT HEBERT

Director of Public Works

BHebert@ci.stoughton.wi.us

Date: August 12, 2022

To: Public Works Committee

From: Brett Hebert, Director of Public Works

Subject: Roundabout Landscaping

Public Works Committee Members,

After your initial review of the Moyers Design for the roundabouts on Highway 51 and on Highway 138, you asked about the use of plastic as a weed barrier, rock in the planting beds, and the cost of using rock vs mulch.

Below are comments from Moyers Landscape Designer, Mark Steinmetz:

Weed Barrier

"The plastic has been used for the last 50 years of landscape installation. The problem with filter cloth is that the holes in the cloth will allow weeds to grow in them over time. Also, the filter cloth doesn't drain as well as people think. It takes a very long time for the water to drain through the fabric. Honestly, if the grade is pitched as it should be most of the water will run off before soaking in. All of the projects that we installed for the city are stone with plastic weed barrier. They all seem to be doing very well."

Use of Rock in Flower Beds

"They are correct in that some plants will do much better in mulch vs. rock. However, all the plants that I designed for the roundabouts will do well in the stone. This is why there isn't a vast amount of different plants designed. The selected plants have been installed by Moyer's over the past 30 years with great success."

Cost of Mulch vs Rock

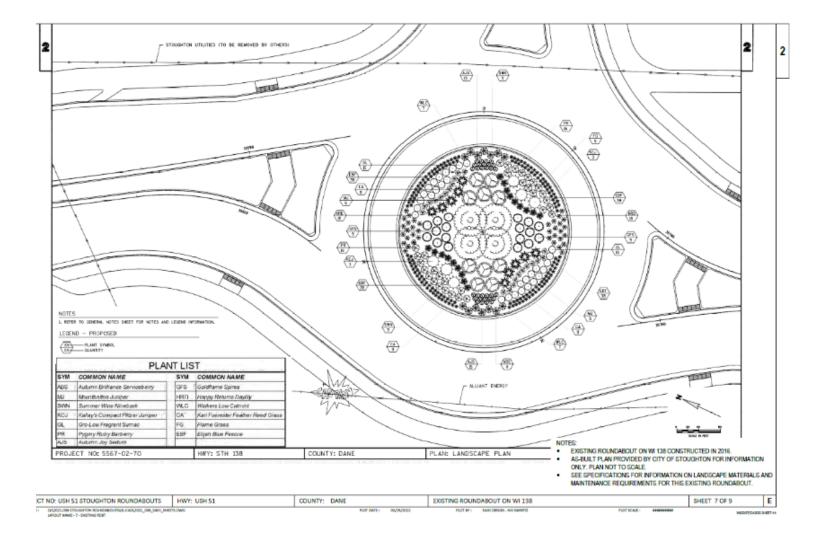
"Mulch and 1 1/2 stone are the same cost to install"

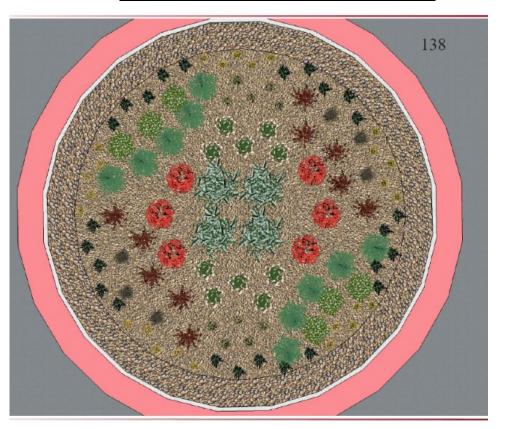
General Maintenance Considerations

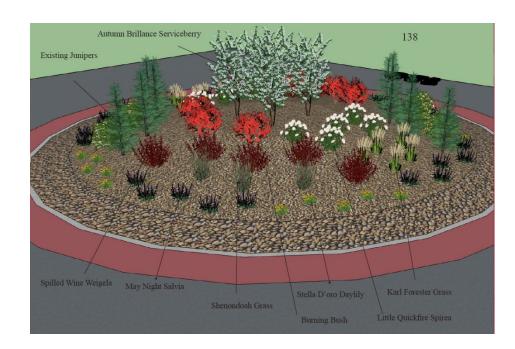
"Rock definitely provides less maintenance than the mulch."

Highway 138 (Existing Roundabout)

Saiki Design

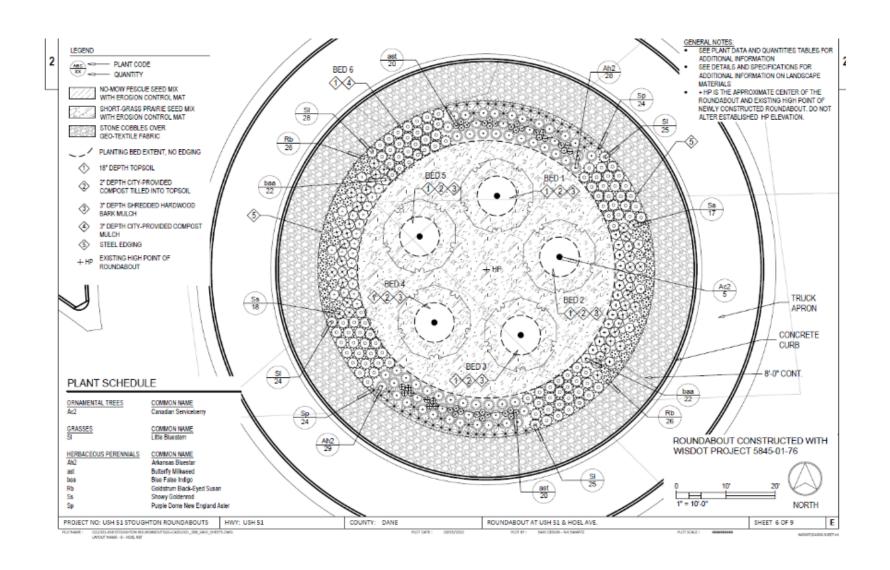


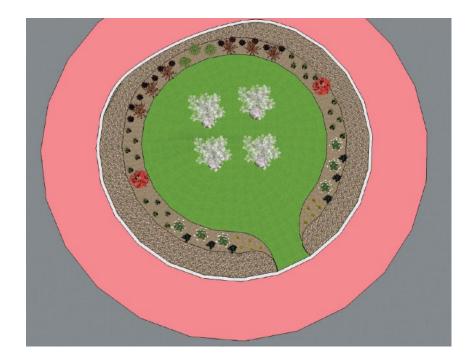


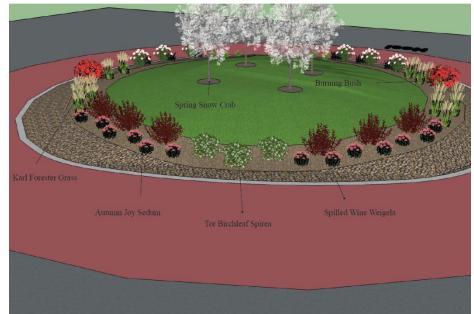


Highway 51 and Hoel Ave

Saiki Design

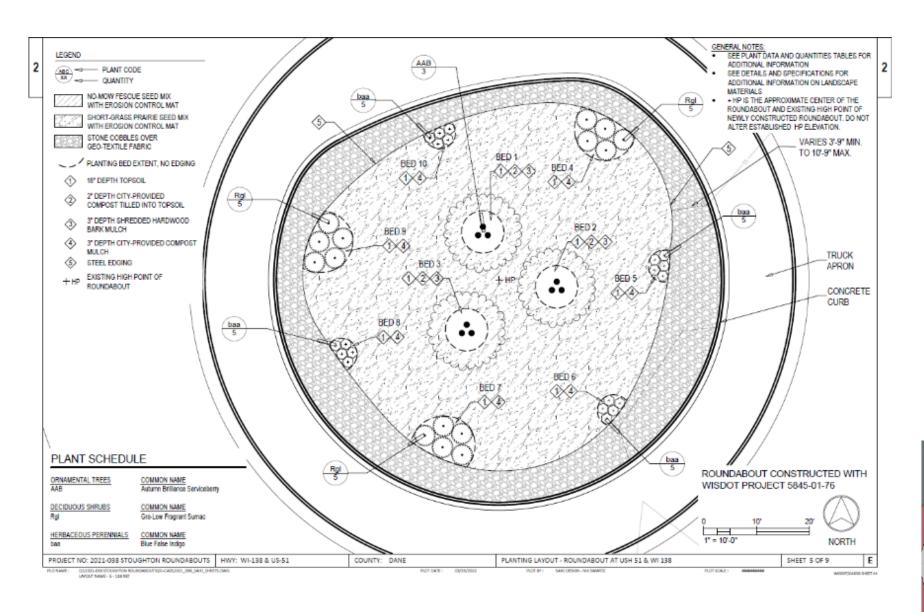


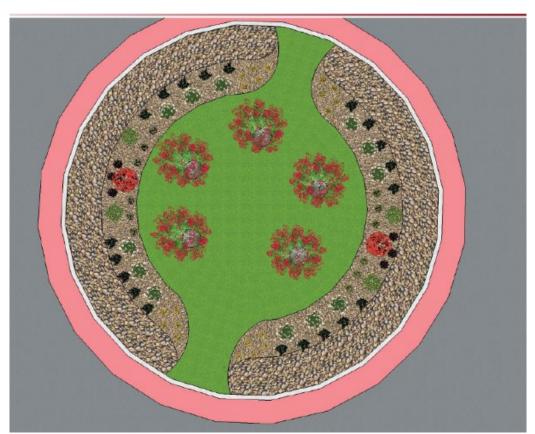


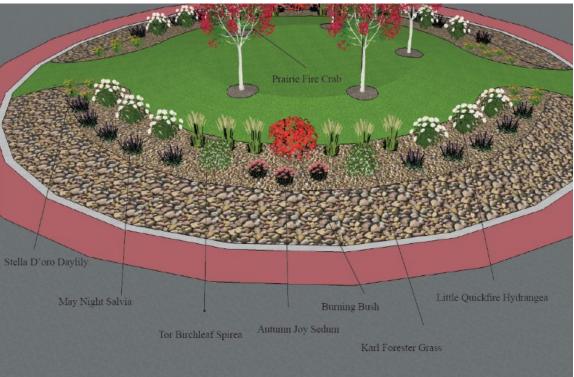


Highway 51 and 138 Ave

Saiki Design

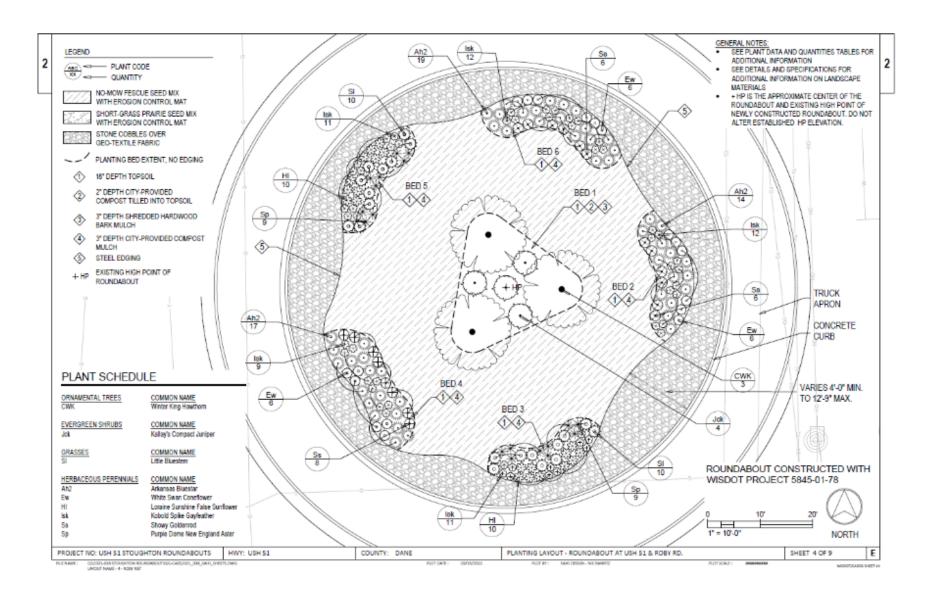


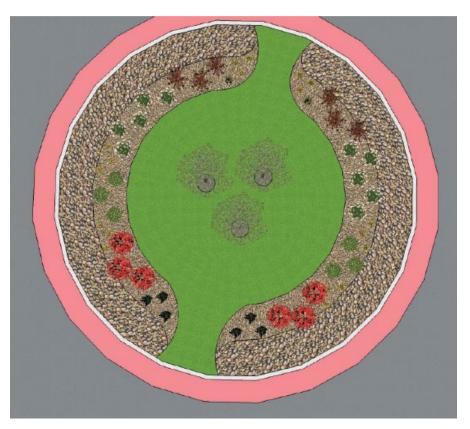


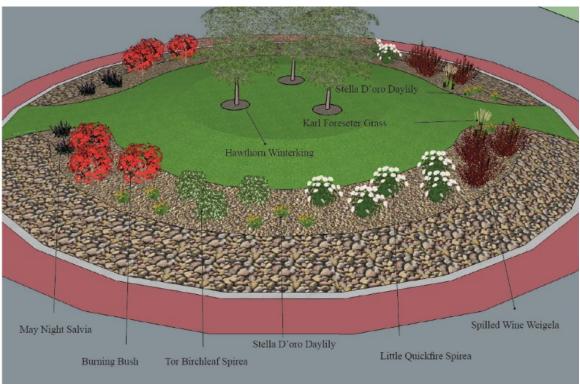


Highway 51 and Roby Rd

Saiki Design









CITY OF STOUGHTON DEPARTMENT OF PLANNING & DEVELOPMENT 207 S. Forrest Street, Stoughton, WI. 53589

RODNEY J. SCHEEL DIRECTOR

(608) 873-6619

www.ci.stoughton.wi.us

Date: August 15, 2022

To: Public Works Committee

From: Rodney J. Scheel

Director of Planning & Development

Subject: USH 51 Majors Project – Lane Configuration

The DOT has been working on the design for reconstruction of USH 51 through Stoughton. They have introduced a new lane configuration for the City to consider due to updated traffic projections. The traffic projections are less than the projections used when the USH 51 Corridor Study was prepared. According to the DOT, the reduced traffic projections would allow a two-way left-turn lane (TWLTL) configuration to work well between Page Street and Hoel Avenue. A TWLTL is a street configuration that provides a center lane exclusively for left turning vehicles coming from either direction. Concept plans are included for your consideration. The DOT is seeking input on whether they should introduce this concept to the community and progress the design utilizing this configuration.

If you have any questions, please contact me.

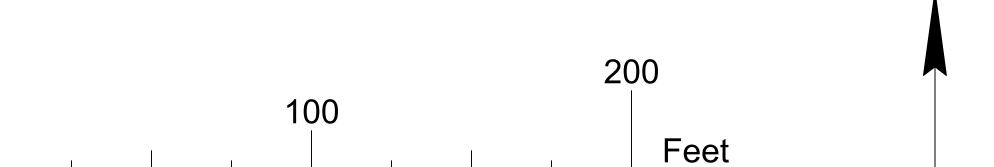
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LEGEND

——— EXISTING RIGHT OF V
———— EXISTING EASEMENT

NORTHWEST SIDE HISTORIC DISTRICT

PROJECT 5845-16-73 US 51 HARRISON ST TO ROBY RD DANE COUNTY

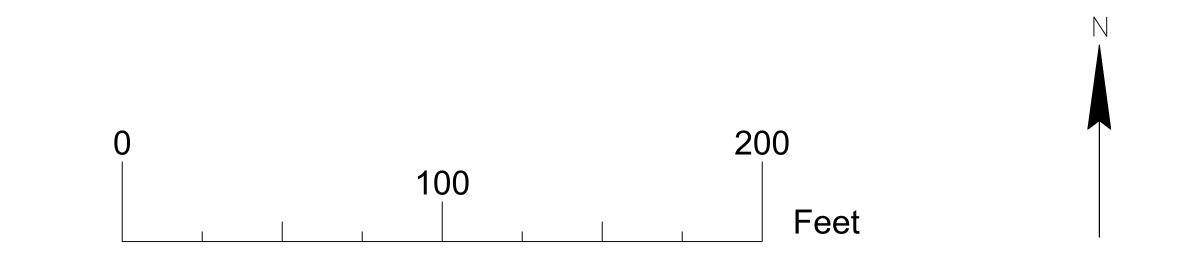


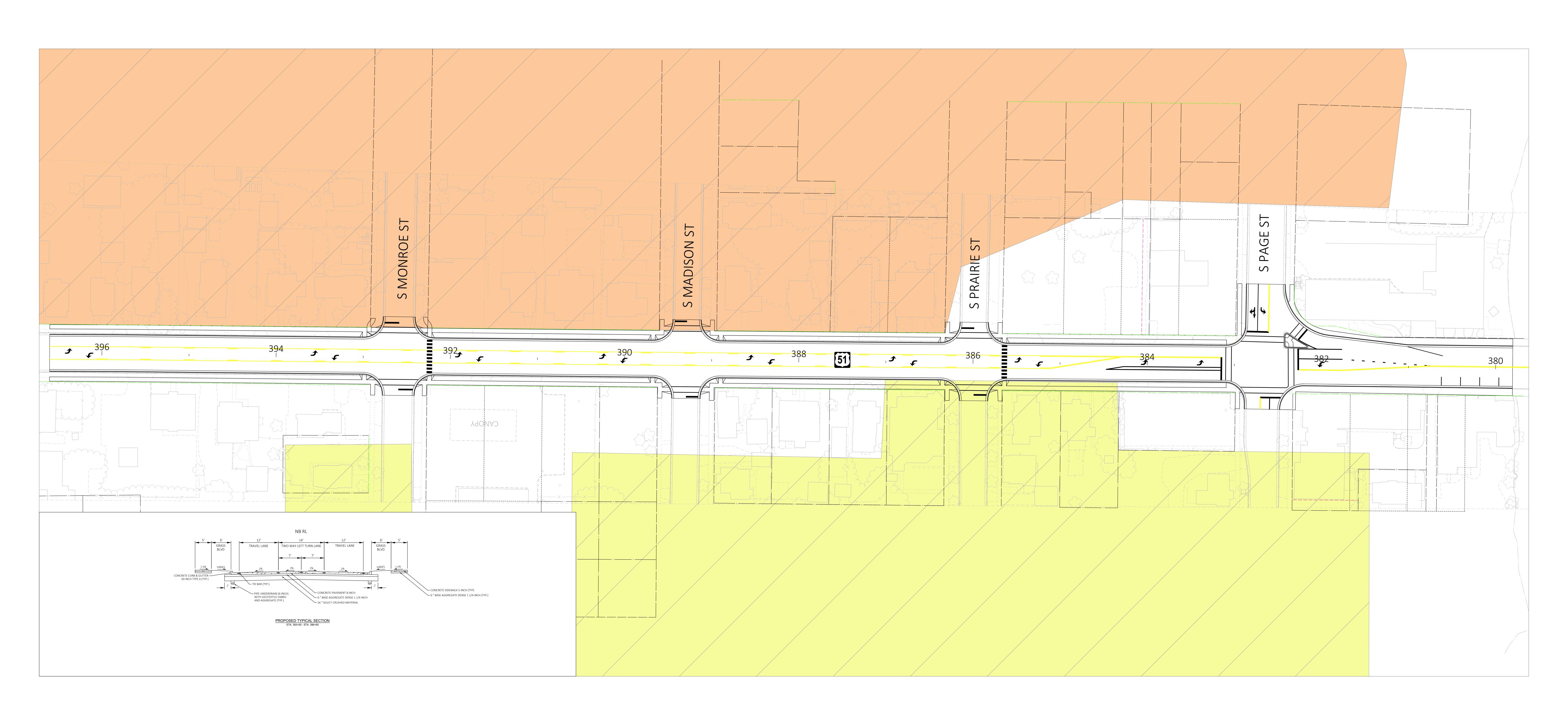


LEGEND

---- EXISTING RIGHT OF WAY
---- EXISTING EASEMENT
NORTHWEST SIDE HISTORIC DISTRICT
SOUTHWEST SIDE HISTORIC DISTRICT

PROJECT 5845-16-82 US 51 FIFTH ST TO HARRISON ST DANE COUNTY





WisDOT TRAFFIC FORECAST REPORT Region/COUNTY(IES): Dane Developed by: Asadur Rahman PROJECT ID(S): 5845-16-00 LOCATION: Stoughton to McFarland Phone: (608) 266-3322 ROUTE(S): USH 51 COMPLETED: 10-25-2021 E-Mail: asadur.rahman@dot.wi.gov Traffic Forecasting Section; Bureau of Planning and Economic Development; Division of Transportation Investment Management Site(s) Volume(s) Site Growth % 132056 131217 130887 131031 130895 130890 130876 130656 US 51 31000 0.41% Updated version: only 131213 *14800* *12800* *13800* *12900* *13800* +12200+ *10300* 131031 US 51 17120 0.57% Date: 03/30/2022 (13600)(15400)(14400)(13600)(14100)(12700)(10600)131213 US 51 8100 1.11% [14600] [16300] [15200] [14500] [14500] [13200] [11000] 15600 17100 15900 15300 14900 13600 11500 BB Deerfield Lake Mills 136056 Cottage Grove -28000-Bloom (28800)ng Gre 134 [29900] 31000 Mc Farland Oakland 130577 131092 *18700* *14800* (19400)(15300)[20100] 131577 Prairie Queen Ro [15900] *10900* 20900 16500 (11300)[11800] 130426 12200 *10400* (10600)[10900] 130121 11200 *13700* (14200)Oakla [14700] 15300 131214 130427 *8900* -13000-(9300)(13400)[9800] ts tad [13900] 10300 on Rd 14500 131213 131032 130982 +6000+ *10300* *5000* (6800)(10800)(5300)[7400] [11400] [5600] 8100 12000 6000 Dunkirk N Slinde Rd (2) SITE ID = Colored, bolded, and underlined NOTES ON THE FORECAST: Symbol Symbol Count **Forecast** This projection assumes that no major new traffic generators will be added to the development already included in the 2010/2050 Dane County Travel Demand Model. -000- 2019 Count (000) 2026 AADT 2. Vehicle classification data and design values (K factors, directional splits, and percent trucks in design hours) are available here: http://wisconsindot.gov/Pages/projects/data-plan/traf-fore/default.aspx *000* 2018 Count [000] 2036 AADT 3. USH 51 is a Factor Group IV (Rural-Other) roadway (indicating low to moderate fluctuation in traffic from a seasonal perspective). It is functionally classified as a Rural Principal Arterial (2) for count purposes. +000+ 2015 Count 000 2046 AADT 4. The 2010/2050 Dane County Travel Demand Model was used to complete this forecast. The Traffic Analysis Forecasting Information System output was used as a comparison tool to check against the model output. Adjustments were made as needed. 5. Roadway improvements coded within the existing plus committed (E+C) network of the 2010/2050 Dane County Travel Demand Model were assumed to be in place for the purposes of developing this forecast.

P.O. BOX 329
WHITEWATER, WI 53190
262-473-4700 • Fax: 262-473-6775
www.johnsdisposal.com
email: office@johnsdisposal.com

DISPOSAL SERVICE, INC.

July 26, 2022

The City of Stoughton Brett Hebert – Director of Public Works 2439 County Hwy A Stoughton, WI 53589

Re: 2023 Rates

Dear City Council,

Collection in the City over the past year has gone very well. Our team has worked to keep call volume in the City down by operating with our philosophy of "same driver, same truck, same route." Your residents continue to take advantage of the bulk items collection program with nearly 675 tons of bulk items collected in 2021.

Unfortunately, our industry is not immune to the fiscal challenges that are facing many businesses in our country right now. The rising costs of fuel, labor, and parts are close to, if not outpacing, cost of living increases. Our management team is working diligently to provide your residents with the highest level of customer service in spite of these challenges.

We are requesting a 9.49% cost of living increase for 2023 as outlined in the table below:

SERVICE	2022	2023	\$ INCREASE	% INCREASE
GARBAGE	\$9.10	\$9.95	\$0.85	
RECYCLING	\$4.55	\$4.85	\$0.30	
BULK	\$2.15	\$2.50	\$0.35	
TOTAL	\$15.80	\$17.30	\$1.50	9.49%

Please do not hesitate to contact me directly at 262-473-4700 ext. 224 if you have any questions or would like to schedule a meeting.

Sincerely,

Nate Austin

Municipal Accounts Manager



CITY OF STOUGHTON DEPARTMENT OF PLANNING & DEVELOPMENT 207 S. Forrest Street, Stoughton, WI. 53589

RODNEY J. SCHEEL DIRECTOR

(608) 873-6619

www.ci.stoughton.wi.us

Date: December 8, 2021

To: Public Works Committee

From: Rodney J. Scheel

Director of Planning & Development

Subject: 2022 Street Design Points

We are preparing plans for the 2022 Street & Sidewalk Projects. We are seeking Public Works Committee input as outlined in the Sidewalk Installation Policy as well as early input on other design considerations. Please come prepared to discuss these items.

Street Reconstruction Projects

Rowe Street Reconstruction (W. Main Street to USH 51-138) – Acknowledging the significant right-of-way width constraints, we recommend a 20-foot wide street (curb face to curb face) with no parking and a 5-foot sidewalk on only on the west side of Rowe Street. This will create two 8-foot drive lanes (no parking) with a 4-foot terrace on the west side of the street and the curb on the east side of the street will about 4 feet from the property line. Aside from the street design constraints, it will require a deviation from the sidewalk installation policy since as proposed sidewalks would only be installed on one side of the street.

Three of the five properties on the west side of Rowe Street have existing sidewalk along their frontage. The existing sidewalk is 4-feet wide. We are attempting to preserve the existing sidewalk if vertical and horizontal design allows.

This one block segment has essentially ½ the normal right-of-way available for public improvements. The right-of-way is only 33 feet wide. This obviously restricts the width of the new street and will not allow us to meet normal design standards. Initially, we are considering a 20-foot wide street with 24-inch curb and gutter. This would allow two 8-foot drive lanes (no parking), a 4-foot terrace and a 5-foot sidewalk on the west side. There would be about 4 feet from back of curb to the right-of-way on the east side. An alternative would be a 24-foot wide street with two 10-foot drive lanes (no parking) and a 6-foot sidewalk (no terrace) on the west side of the street.

Ben Waite Circle Reconstruction – This cul-de-sac now provides driveway access for one property which is zoned for neighborhood business. There had been a second driveway connection for the eastern property but they discontinued that driveway some time ago and have

their driveway access from Pine Street. This street does not currently have curb and gutter and does not meet our minimum 40-foot radius. The radius is currently about 23 feet. The lack of space will prevent us from reconstructing it to meet our minimum standard. Additionally, sidewalks should be considered. Installation of sidewalk on the south side would only provide access to one property but would need to be installed on the frontage of two properties.

Academy Street Reconstruction – (East St. to South St.) - In the 2018 phase of the Academy Street reconstruction project, the street width of Academy Street west of East Street was narrowed from 45 feet to 35 feet (all street widths are back-to-back of curb). The intent at that time was to carry this new street width into the future phase of the Academy Street project.

At the "curve" in Academy Street (near #1006 East Academy Street), the existing street width transitions from 45 feet to about 37 feet. This existing width is maintained northward to Garden Avenue. We recommend the 35-foot street width established in the 2018 phase be maintained, which will narrow the street by about 2 feet between the "curve" and Garden Avenue. Instead of a uniform narrowing on each side of the street we recommend maintaining the west curb line along the railroad right-of-way and move the east curb line 2 feet west to provide a wider terrace. This would provide more space for widening the sidewalk from 4 feet to 5 feet and would provide additional separation from existing utility poles. This would also help "soften" the curve. A street width of 35 feet provides an 8-foot parking lane and two 12-foot drive lanes.

North of Garden Avenue, the existing street width narrows further to about 33 feet back-to-back of curb which is maintained northward to South Street. It appears this width continues further north to Main Street. A 33-foot wide street in a 50-foot right-of-way provides 3 foot terraces with 5-foot sidewalks (set 0.5 feet in from R/W), a single 8-foot parking lane (from curb face), and two 12-foot drive lanes. The attached exhibit shows an example of the street being narrowed to 31 feet which narrows the drive lanes to 11 feet but increases the terrace width to 4 feet. Due to the relatively high volume of traffic, including trucks, we recommend the 12-foot drive lanes and 3-foot terrace design be used in this situation. Total sidewalk replacement is anticipated and we recommend no new sidewalk be installed on the west side of Academy Street south of Garden Avenue where no sidewalks.

We also need to discuss the widths of the side streets. The far east ends of Moline Street, Garden Avenue, and South Street terminate in a newer subdivision with street widths of 39 feet. Between Academy Street and the subdivision, these street widths vary and all three streets have offset intersections. It may be desirable to widen these streets in the future. South Street is already 31 feet wide and it would be difficult to widen it in the existing right-of-way. Moline Street (26 feet) and Garden Avenue (28 feet) could be widened to 31 feet in the existing right-of-way as shown on the attached exhibit. Clay Street is 29 feet wide and doesn't appear to warrant any widening. We recommend designing the street connections of Moline Street and Garden Avenue to accommodate future widening as discussed above.

We are also considering street alignments for the intersections of Academy Street with Moline St. and E. South St.

Giles Street Reconstruction (Lynn Street west to Dead-end) – This severely deteriorated street stub is being reconstructed. It is only one parcel deep. We recommend extending curb and gutter to the west limits but to not install sidewalks on either side of the street.

Street Pulverization Projects

Silverado Drive (USH 51/138 to Jackson St.) – No unique street or sidewalk considerations.

Kings Lynn Road - (Kenilworth Ct. to Jackson St.) - No unique street or sidewalk considerations.

Holtan Rd. /**Hillcrest Dr.** - (**Sundt Ln. to Roby Rd.**) – Sidewalk is not continuous in this project area but this project is not a reconstruction project. Due to a parallel pedestrian route on Roby Road and limited pedestrian use, we are not recommending infilling sidewalk on this project.

Truman Rd. - (Van Buren St. to Riverview Drive) - No unique street considerations. No sidewalks exist and none are proposed to be infilled in this project.

Bickley Court – This cul-de-sac drastically needs drainage improvements. Storm sewer is planned as part of this project. Significant curb and gutter will be replaced but sidewalk does not exist and is not planned for this project.

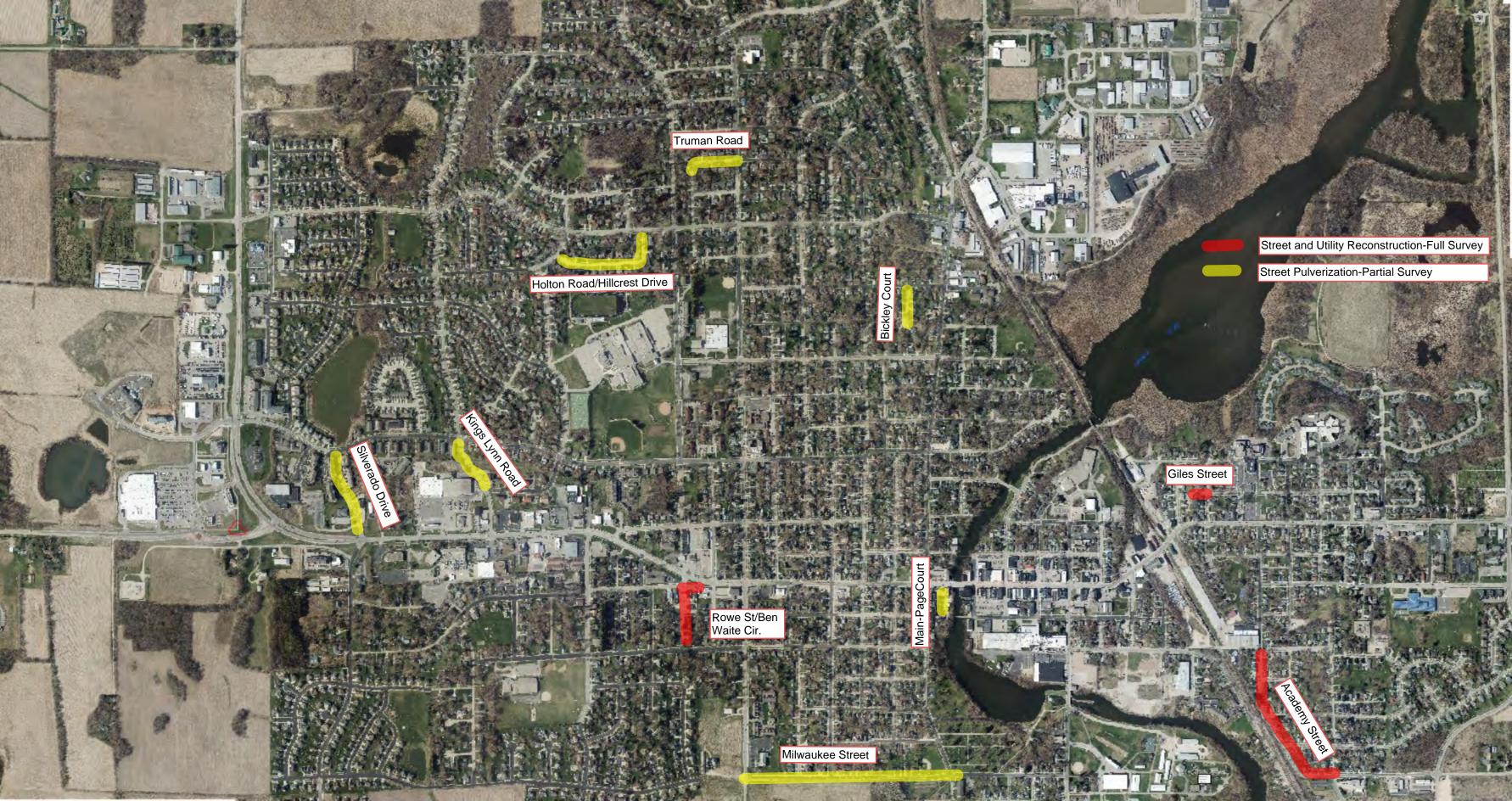
Main-Page Court – This project is limited to pulverization and does not include sidewalk.

Milwaukee Street – (Page St. to Van Buren St.) – Pedestrian crossing islands are being considered near the park on the east end as well as at Monroe Street.

Other sidewalk work in the Pulverization Project Areas – Defective sidewalk will be replaced at properties adjacent to the street pulverization work. Accessible ramps are being modified to bring them into compliance as necessary.

Additional sidewalk replacement – The 2022 Budget includes \$60,000 for sidewalk replacement. Our project will target properties identified with defective and/or unsafe sidewalk sections

If you have any questions, please contact me.











CITY OF STOUGHTON DEPARTMENT OF PLANNING & DEVELOPMENT 207 S. Forrest Street, Stoughton, WI. 53589

RODNEY J. SCHEEL DIRECTOR

(608) 873-6619

www.ci.stoughton.wi.us

Date: May 4, 2022

To: Public Works Committee

From: Rodney J. Scheel

Director of Planning & Development

Subject: Rowe Street & Ben Waite Circle Reconstruction

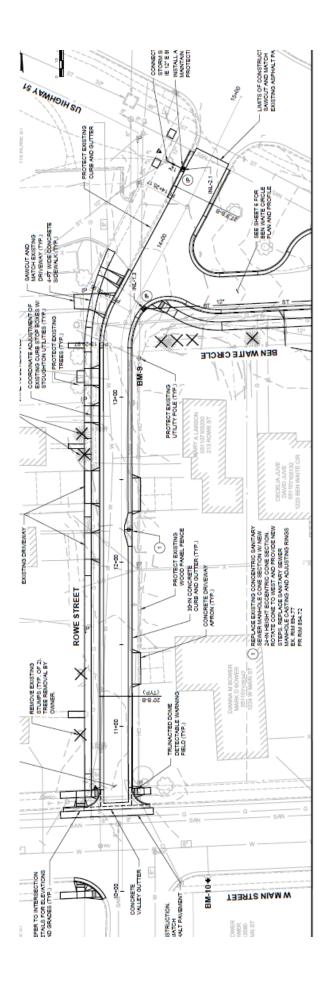
Rowe Street Reconstruction (W. Main Street to USH 51-138) – This rural section is being converted to an urban section. This one block segment has essentially ½ the normal right-of-way available for public improvements. The right-of-way is only 33-feet wide. This obviously restricts the width of the new street and will not allow us to meet normal design standards. Acknowledging significant right-of-way width constraints, the design is for a 20-foot wide street (curb back to curb back) with no parking and a 5-foot sidewalk on only the west side of Rowe Street. This will create two 8-foot drive lanes (no parking) with a 4-foot terrace on the west side of the street and the curb on the east side of the street will about 4 feet from the property line. Aside from the street design constraints, it will require a deviation from the sidewalk installation policy since sidewalks can only be installed on one side of the street.

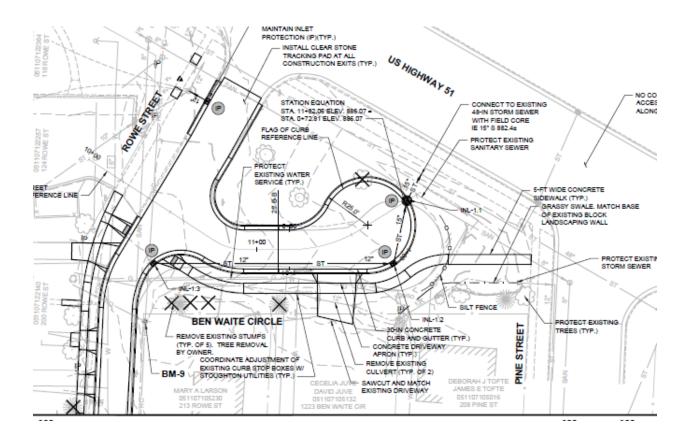
Three of the five properties on the west side of Rowe Street have existing sidewalk along their frontage. The existing sidewalk is 4-feet wide, however, the existing sidewalk must be removed to accommodate the overall design and will be replaced with 5-foot wide sidewalk.

Ben Waite Circle Reconstruction – This rural cul-de-sac now provides driveway access for one property which is zoned for neighborhood business. There had been a second driveway connection for the eastern property but they discontinued that driveway some time ago and have their driveway access from Pine Street. This street does not currently have curb and gutter and does not meet our minimum 40-foot radius. The lack of space will prevent us from reconstructing it to meet our minimum standard but the new design will utilize a 25-foot radius; slightly larger than the current 23-foot radius. The design includes installation of sidewalk along the south side of Ben Waite Circle between Rowe Street and Pine Street. This provides a safe pedestrian route to the mid-block business as well. Curb and gutter and storm sewer is included to improve stormwater routing.

We recommend confirmation of the design for Rowe Street to only install sidewalks on the west side of the Street and to install sidewalk on the south side of Ben Waite Circle between Rowe Street and Pine Street.

If you have any questions, please contact me.





SIDEWALK INSTALLATION POLICY Public Works Approved Draft Policy 8-20-20

I. PREAMBLE

This policy has been implemented to promote pedestrian safety and walkability in the City of Stoughton by creating an interconnected network of sidewalks for recreation and destination travel.

II. POLICY STATEMENT

The long-term goal of the City of Stoughton is to install and maintain sidewalks to promote a walkable and safe environment for its citizens and visitors. This policy attempts to prioritize the installation of new sidewalks consistent with the City's Comprehensive Plan. The Common Council may approve a deviation from this Policy through a majority vote.

III. NEW SUBDIVISION AND DEVELOPMENT OF VACANT PARCELS SIDEWALK ORDINANCE REGULATIONS

- A. Ord. 10-2c) Requires sidewalks to be installed on vacant lots at the time of development prior to occupancy of the building.
- B. Ord. 66-706 Requires all new subdivisions to have new sidewalks installed on both sides of every street including new subdivisions.

IV. STREET RECONSTRUCTION AND INFILL SIDEWALK POLICY

- A. All streets being considered for major reconstruction (i.e. curb and gutter) will be planned for sidewalks as follows:
 - 1. Both sides of all collector traffic level streets.
 - 2. Both sides of identified key routes to schools.
 - 3. Both sides of identified key routes to parks.
 - 4. Both sides of routes with identified heavy foot traffic such as the downtown area.
 - 5. Whether to include sidewalk on either or both sides of existing local streets without existing sidewalks shall be determined on a case-by-case basis after consideration of the following factors:
 - i. ADA accessibility
 - ii. Available right-of-way
 - iii. Vehicular and pedestrian traffic volume

- iv. Connectivity to existing sidewalks
- v. Excessive costs due to physical characteristics such as the need for extensive retaining walls
- vi. Proximity to parks, schools, churches and other highly traveled destinations
- vii. Environmental impacts such as trees and wetlands
- viii. Length of dead end street or cul-de-sac
- ix. Budgetary Impacts to the City
- B. Repairs to existing sidewalks will follow the City's sidewalk replacement program and will be based on annual program funding.

V. Sidewalk Installation Approval Process

- A. Staff identifies and submits Capital Improvement Project (CIP) road construction projects
- B. The CIP Committee reviews and recommends road construction projects or engineering design requests for approval by Committee of the Whole (COW).
- C. Requests displayed on website and social media.
- D. The Committee of the Whole (COW) recommends road construction projects or design requests for approval to City Council.
- E. Updated Requests displayed on website and social media.
- F. The City Council will hold a Public Hearing at a Budget Meeting.
- G. City Council approves road construction projects or design requests at the City Council Budget meeting.
- H. Updated requests displayed on website and social media.
- I. After the project gets approval in the capital budget, design for sidewalks shall commence and shall be designed by staff to fit within the above outlined policy. During preliminary design, constructability challenges and policy guidelines will be presented to the Public Works Committee for direction on how to proceed with the preliminary design. During preliminary design, the Public Works Committee shall determine whether the preliminary design for any local street described in Section IV. A. 5 should be constructed with sidewalks on either or both sides of the local street. In making any such determination, the Public Works Committee shall consider the factors in Section IV. A. 5.
- J. Staff shall present the preliminary sidewalk design to solicit feedback from the following stakeholder groups:
 - a. Public Works Committee

- b. From those property owners affected by sidewalk installation (Adjacent property owners shall be invited to a public meeting via letter sent through the United States Postal Service.)
- c. City Council
- K. Recommendations to deviate from the sidewalk installation policy shall be considered by the Public Works Committee and who will make a recommendation to the Common Council.
- L. Final approval to deviate from the sidewalk installation policy shall be voted on by the common council and the majority vote shall prevail. Final approval of the placement of sidewalks on local streets described in Section IV. A. 5 shall be made by the common council, after considering the determination of the Public Works Committee during the preliminary design phase, and the factors in Section IV. A. 5.

VI. COLLECTOR STREETS

North-South collector streets include: King Street, Lincoln Avenue, Van Buren Street, Kings Lynn Road, Page Street, Division Street, Fourth Street, Hoel Avenue, Veterans Road, Racetrack Road, Oak Opening Drive, Johnson Street and Academy Street. East-West collector streets include: Main Street, Hamilton Street, Greig Trail, Kreideman Drive, Wilson Street, Milwaukee Street, Roby Road, Jackson Street, Forton Street, Jefferson Street, South Street, and Academy Street.

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