



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, September 21, 2023 at 6:00 pm**
Location: **This meeting will be available as Hybrid meeting**
Stoughton Public Works Facility, 2439 County Rd A
Please join my meeting from your computer, tablet or smartphone
<https://meet.goto.com/583167565>
You can also dial in using your phone.
United States: +1 (571) 317-3122
Access Code: 583-167-565

Members: Tom Majewski, Lisa Reeves, Ben Heili, Christina Wozniak Scanlon, Kay Rashka, Jordan Tilleson and Mayor Tim Swadley

Item # CALL TO ORDER

1. Call to Order
2. Certification and Compliance with Open Meetings Law
3. Communications
4. Approve Minutes of the August 17th, 2023 Meeting

Item # OLD BUSINESS

Item # NEW BUSINESS

5. Discuss New Tree Planting Care and Mortality Rates
6. Discussion and Possible Action to Restructure the Tree Commission
7. Discussion and Possible Action to Recommend a Five-Year Extension to the Johns Disposal Solid Waste Collection Contract
8. Discussion and Possible Action to Amend the Snow and Ice Removal Policy for Multi-Use Path Maintenance
9. Review and Possible Action to Renew the Contract for Mowing at Riverside and Wheeler Prairie Cemeteries.
10. Approve R- -2023 – Acceptance of Public Improvements – 51 West Development
11. Future Agenda Items
 - a. Discuss the Rental of City Property for Lease for Agricultural Planting and Harvesting
 - b. Pedestrian Hill Surface Remediation
12. 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, August 17th, 2023
(Virtual Meeting)**

Members Present: Tom Majewski, Kay Rashka, Lisa Reeves, Ben Heili, Jordan Tilleson & Mayor Tim Swadley

Absent/Excused: Christina Scanlon

Staff: Planning Director Rodney Scheel & Public Works Director Brett Hebert

Guests:

Call to Order: *Majewski* called the meeting to order at 6:02 PM

1) **Communications:**

2) **Approve July 20th, 2023 Meeting Minutes:** Motion by Reeves to approve the minutes and seconded by Rashka. Motion carried 6-0.

New Business:

3) **Amundson Parkway Project Update:**

Director Hebert updated the Committee on the Amundson Parkway Pulverization demo. The project has been completed and staff will be evaluation the asphalt zipper demo for potential future uses & cost savage.

4) **Road Construction Update:**

Director Hebert updated the Committee on all 2023 road construction projects.

5) **Discuss 2024 Yard Waste Site Fees:**

Director Hebert outlined the projected operating costs for the Yard Waste Site in 2023, which shows an operating loss at year end. *Director Hebert* is proposing a \$5.00 increase for the resident and non-resident fee schedule.

Motion by Reeves to recommend to approve and go to Council, seconded by Tilleson. Motion carried 6-0

6) **Public Works CIP Review:**

Director Hebert presented the 2024 CIP proposed budget to the Committee.

7) Future Agenda Items:

- a) Discuss the Rental of City Property for Lease for Agricultural Planting and Harvesting**
- b) Pedestrian Hill Surface Remediation**
- c) Tree Commission Structure**

9) Adjourn: Motion by Reeves to adjourn, seconded by Tilleson to adjourn the meeting at 7:15pm. Motion carried 6-0

Respectfully submitted by Jen Wagner 8/23/2023

DRAFT



Memorandum

To: City of Stoughton Public Works Committee
From: Brett Hebert, Director of Public Works
Date: September 14, 2023
Subject: New Tree Planting Care and Mortality Rates

Dear Committee Members,

I was asked to speak to the care of new tree plantings and subsequent mortality rates of the trees that we plant throughout the community. Each year, we plant over 200 new trees in the spring and fall throughout the community. Trees are planted per ordinance in new development areas, as part of our tree infill program, and incorporated into new road construction projects.

When planting new trees in the public right-of-way (terrace area) adjacent to private property, we provide the property owner or renter with instructions on how to care for new tree plantings (attached). For the most part, we believe we are getting good participation from property owners to care for new plantings. You will notice in the chart below that our mortality rate has averaged less than 5% since 2018, which is 5.75 trees lost per year. Those trees that did not survive were replaced under warranty from the nursery at no additional cost to the city. Please note that there is no mortality rate data for 2021 due to insufficient data, or there were no warranty replacement trees planted.

Planting Season	Number of Trees Planted	Number of Trees Lost	Mortality Rate
Fall 2022	85	8	9.4%
Spring 2022	90	6	6.7%
Fall 2020	121	5	4.1%
Spring 2020	175	8	4.6%
Fall 2019	101	2	2.0%
Spring 2019	158	5	3.2%
Fall 2018	131	6	4.6%
Totals	861	40	4.6%

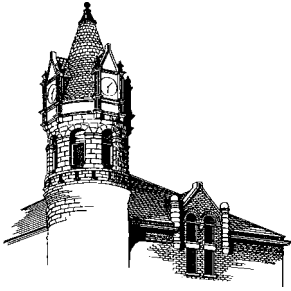
City staff cares for the trees that are planted in public areas such as parks and along other public infrastructure sites. Each summer, City staff waters these trees at least weekly as needed depending on the precipitation rates. During times of extreme drought, such as this year, we have rented additional trailer mounted watering tanks for both trees and other flowers or shrubs located on public property such as the round-abouts.

We have explored the use of tree watering bags for trees on public property in the past, but have not implemented the use of them due to the low mortality rate that we have experienced with our new plantings. Our current practice of thoroughly saturating the root area with a minimum of five (5) gallons of water per application, has proved to be effective at keeping new plantings alive through even the toughest weather patterns.

If you have any further questions or concerns regarding the care of new tree plantings and our mortality rates, please let us know. We are always open to new ideas and talking through any concerns that you may have with our current practices.

Regards,

Brett Hebert
Director of Public Works



CITY OF STOUGHTON
**PUBLIC WORKS
DEPARTMENT**

515 South Fourth Street, Stoughton, WI
53589

(608) 877-6303 Office

(608) 877-8387 Fax

www.cityofstoughton.com

John Kemppainen

City Forester

JKemppainen@ci.stoughton.wi.us

Dear Homeowner or Renter,

I hope you are pleased with your newly planted terrace tree. The city planted dozens of new trees this year in parks and in street terraces just like yours to enhance and grow our urban forest.

As I am sure you are aware the summers in the Upper Midwest can be quite hot and dry at times. This type of weather is especially tough on newly planted trees, which have lost a good portion of their root systems during the move to their new homes. Because of this we ask that you help the tree(s) out by watering them regularly during the hottest and driest periods of the year.

Newly planted trees such as yours need 5-10 gallons of water applied 1-3 times per week during the summer, with the hottest and driest periods requiring more frequent watering applications. Providing this small amount of water helps to guarantee the survival and long-term health of the new tree. Stoughton's terrace trees are a valuable asset to all members of the community and we need to help them out during the first couple growing seasons. If your tree was planted in the fall you will most likely not need to provide any water until the following spring.

If you have any questions, please contact me directly at **(608) 646-0414**. I am more than happy to discuss this, or any other tree-related issue you may have.

Thank you for your assistance.

Sincerely,

John Kemppainen
City Forester



Memorandum

To: Public Works Committee
From: Brett Hebert, Director of Public Works
Date: September 14, 2023
Subject: Tree Commission

Before the City hired an Arborist and subsequently a City Forester, a Tree Commission was formed to help oversee the care of the urban forest in Stoughton. Authority is granted to the Tree Commission through ordinance 64-14. In the past, before full time staff was hired to care for the urban forest, the Tree Commission members would have an active roll in hiring contractors, assessing tree care needs and planning for tree plantings throughout the community.

Since hiring full time professional tree care staff, the Arborist and subsequently City Forester have assumed all of the active duties in caring for the urban forest independent of the Tree Commission. The City Forester currently reports all activities to the Tree Commission during their monthly meeting. However, the Tree Commission has struggled to fill and maintain the five (5) citizen members required by ordinance. Furthermore, the participation level is very low from current members and often time there is no quorum during monthly scheduled meetings.

Given that we have a City Forester on staff, our recommendation would be to do one of two things. Either dissolve the Tree Commission and have the Forester report activities within the urban forest to the Public Works Committee at a minimum of once per year during one of their monthly meetings. Public Works committee members could request at any time to receive information or reports from the City Forester at their discretion.

The other option would be to shrink the number of Tree Commission members to a more reasonable number. Possibly three (3) citizens members, one (1) Public Works Committee Member and the City Forester.

To dissolve the Tree Commission, we would need to amend City Ordinance 64-14 to reflect the new reporting structure and revise the ordinance to give direct authority to the City Forester to care for the urban forest (See the current ordinance below). If the Public Works Committee would like to support either of our recommendations, we will offer an updated draft ordinance amendment at the October or November meeting. Please let me know how you would like us to proceed.

Regards,

Brett Hebert
Director of Public Works

Sec. 64-14. Street trees.

- (a) *Purpose.* It is the purpose of this section:
- (1) To protect against dangerous conditions which may result in injury to persons or damage to property in public areas of the city.
 - (2) To maintain plant health and guard against the spread of diseases and insect pests.
 - (3) To regulate and control the planting, removal, maintenance and protection of trees, shrubs and other plants on the public streets, parkways and other municipally owned property within the city. This may include the identification and protection of trees with historic value or having unusual qualities.
 - (4) To prescribe penalties for violations of the provisions set forth by this section.
- (b) *Authority and power.* There is created and established a tree commission for the city, which shall consist of eight members, six of whom shall be residents of the city. The remaining two members may reside in a neighboring township within the Stoughton School District. One of the members shall be from the city council and appointed by the mayor. Five citizen members shall also be appointed by the mayor. The seventh member shall be appointed by the utilities director and shall be a non-voting member. The eighth member shall be appointed by the street superintendent and shall be a non-voting member. All members shall serve without pay. The members of the commission will elect one member as chair and one member as vice-chair annually.
- (c) *Duties.* The duties of the tree commission shall be:
- (1) To study the problems and determine the needs of the city as they relate to tree planting, protection and maintenance.
 - (2) To recommend to the street superintendent, the type and kind of trees to be planted in public places such as municipal streets or parks as designated.
 - (3) To assist the city with the dissemination of news and information with regard to the selection, planting and maintenance of trees.
 - (4) To help educate the public on the value of trees.
 - (5) To pursue grant monies to promote a healthy urban forest.
- (d) *Term of office.* The six members appointed by the mayor shall be appointed as follows: One council member for one year and five citizen members for three years. Successors to those citizen members appointed by the mayor shall be appointed for terms of three years. Vacancies caused by death, resignation or otherwise, shall be filled for the unexpired term in the same manner as original appointments are made. A member of the tree commission may be removed by the mayor with approval of a majority of the city council.
- (e) *Applicability.* This section provides full power and authority over all trees, shrubs and other plants located within street right-of-way, city and municipal utility easements, parks and public places of the city and to trees, plants and shrubs located on private property that constitute a hazard or threat as described herein. The commission shall make recommendations to the public works committee on such rules and regulations as it may deem appropriate for carrying out the purpose of this section.
- (f) *Licensing.* It shall be unlawful for any person to engage in the business of planting, pruning, removing, spraying or otherwise treating trees, or woody plants within the city without first producing evidence of certification/license before the city, pursuant to § 14-311.
- (g) *Permits.*
- (1) *Required.* No person shall plant or remove a tree from a public area, without first obtaining a written permit from the street superintendent for which no fee shall be charged. If an activity entails the felling of any tree or part thereof,

located on private property, which as a result of such felling reasonably may be expected to fall upon city-owned property, a permit must be obtained.

The application must:

- a. State the applicant's name and address and must be signed by the applicant.
 - b. Indicate in detail, the location, number, size and species of trees, shrubs or other plants that will be affected by such action.
 - c. Include additional information that the commission may find reasonably necessary.
- (2) *Performance of work.* The applicant agrees to perform the work for which the permit is sought in accordance with the provisions of this section.
 - (3) *Standards and specifications list.* If the requested plant material is on the tree commission standard and specifications list, which is not set out herein but is on file in the street superintendent's office, the permit may be signed by the street superintendent. Requests for plant material not appearing on said list must be submitted to the city forester for approval prior to signing by the street superintendent.
 - (4) *Denial.* The commission has the authority to deny a permit if the request is not in accordance with the provisions of this section.

(Code 1986, § 8.11; Ord. No. 0-6-2011, 3-22-2011; Ord. No. 0-6-2012, § 1, 3-27-2012; Ord. No. 0-13-2013, 7-23-2013; Ord. No. 0-5-2014, 2-11-2014)



Memorandum

To: Public Works Committee Members
From: Brett Hebert, Director of Public Works
Date: September 14, 2023
Subject: Johns Disposal Fee Increase and Contract Extension

Dear Committee Members,

Our current contract for solid waste removal with John's Disposal Service, Inc ends on 12/31/2024. John's Disposal is requesting to increase our monthly rate for next year (2024) to \$17.78 per month per unit. This is a \$0.49 per month increase from the current rate of \$17.30. The proposed monthly rates will be \$10.23 (garbage), \$4.99 (recycling), and \$2.57 for bulk item collection. This is a 2.8% cost of living increase, which is within the limits of the current contract.

Per our contract, John's shall not raise the fees more that the cost-of-living percentage as calculated annually and published by the Bureau of Labor Standards in August of each year. This is based on the Consumer Price Index for all Urban Consumers in the Midwest Region.

Johns is also asking to add a contract extension, under the same terms that are currently in place, for five (5) more years at the end of the current contract in 2024. This would mean the contract extension would end on 12/31/2029.

I would recommend approving the contract extension with John's Disposal for an additional five (5) year term as requested. We have had a great working relationship with John's disposal and they have provided excellent service to our citizens. The few minor complaints we do get are dealt with in a timely manner by John's Disposal staff. Furthermore, the contract does not include a fuel surcharge which is crucial when signing a long-term deal. If fuel prices were to sky rocket, we are not contractually bound to a fuel surcharge. We are only subject to the CPI-U cost of living adjustment. Our current fees are also in line with other municipalities. We actually receive more services, bulky collection, than other municipalities for the fee our citizens pay.

I am looking for two things. A recommendation to Council to approve the fee increase in 2024. I am also looking for you to approve the five (5) year extension to Council that would expire on 12/31/2029. Please let me know if you have any questions or concerns.

Respectfully,

Brett Hebert
Director of Public Work

City of Stoughton Department of Public Works 2439 County Rd A, Stoughton WI 53589
608-877-8684 bhebert@cityofstoughton.com



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

DISPOSAL SERVICE, INC.

September 1, 2023

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

Re: 2024 Rates & Extension Proposal

Dear Brett & City Council,

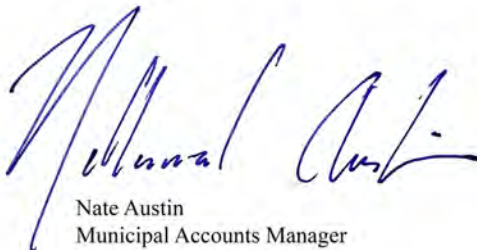
We are wrapping up another successful year of collection in the city! Your residents remain some of the top users of our bulk items collection program amongst all the communities that we serve with nearly 550 tons of bulk items collected in 2022. We receive very few complaints from residents or City staff for our collection efforts.

Operational costs, driver wages, and parts remain high. Fuel costs have lowered since mid-2022. Recycling processing and marketing costs have remained high despite historic low values. Participation in the recycling program in Stoughton is high. We are requesting a 2.8% cost-of-living increase for 2024.

SERVICE	2023	2024	\$ INCREASE	% INCREASE
GARBAGE	\$9.95	\$10.23	\$0.28	
RECYCLING	\$4.85	\$4.99	\$0.14	
BULK	\$2.50	\$2.57	\$0.07	
TOTAL	\$17.30	\$17.78	\$0.49	2.8%

We are requesting a 5-year contract extension to our contract that ends in 12/31/2024. This request is for the same level of service that your residents currently receive. 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

WINTER

ROAD & SIDEWALK

POLICY AND PROCEDURES

Revised and Accepted by the Public Works Committee on:
September, 2014, Revised - October 18, 2016, [Revised September 21, 2023](#)

Formatted: Centered

GENERAL

The purpose of this policy is to set up acceptable procedures and policies for the winter maintenance of public areas, as to snow and ice removal in the City of Stoughton, Wisconsin. This policy replaces all prior written or unwritten policies of any part of the governing or employed body of the City of Stoughton, Wisconsin. The existing ordinances for sidewalk and parking control are not repealed.

The intent of establishing the City of Stoughton, Winter Maintenance policy concerning snow and ice, is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related conditions. Each winter storm has unique characteristics. Climatological factors such as storm intensity and duration, wind, temperature, and moisture content affect the total amount of snow and/or ice accumulation and influence the methodology used to combat the resulting snow and/or ice related conditions.

The timing of a storm will influence the removal of snow and ice. The City of Stoughton Street and Parks Department has regular work hours, and if a storm requires attention during weekends or holidays, overtime may be required.

The Department of Public Works endeavors to maintain safe roadways for the motoring public and pedestrian travel. Bare, dry pavement should not be expected after each snowfall or ice storm. Furthermore, this does not mean the streets will be free of ice and snow.

ROADS AND PUBLIC AREAS

Concern for public safety, general welfare, and traffic volume necessitate that priority be given to certain roadways or public areas over others. A map of the City showing the various classes of maintenance is on file at the Public Works Department office and in the City Clerk's office. Power outage, water main breaks, fires, ambulance calls, or other emergencies may necessitate the need for plow operations to commence immediately in the subject area to allow emergency personnel to render aid.

ROAD AND PUBLIC AREA WINTER MAINTENANCE PRIORITY

The following list indicates the classifications of roads or public areas, and the order to which service will be directed based on priority.

1. Mains – High volume roadways, school zones, hospital campus area
2. Secondary's – Residential Neighborhoods with low traffic volumes
3. Tertiary - Parking Lots and Sidewalks

DETERMINATION OF NEED FOR MAINTENANCE

The need for implementation of this snow and ice maintenance policy shall be the actual occurrence of a snowfall of depth greater than 2 inches. The policy may be implemented if snowfall is less than 2 inches if combined with freezing rain which may pose a threat to public safety.

Weather reports issued by the National Weather Service or local news outlets shall be taken into account to prepare for anticipated maintenance service.

The responsibility for ordering personnel and equipment into service for a winter maintenance operation shall be primarily with the Director of Public Works or their designee. The Police Department, during off-hours, shall keep watch and assist in notification to the Director of Public Works of needed service. The Mayor of the City of Stoughton may also direct the Public Works Department to commence winter maintenance operations.

SNOW AND ICE OPERATIONS

EQUIPMENT

<u>Number</u>	<u>Equipment</u>
9	<u>Patrol</u> Truck mounted <u>with</u> snow plow, <u>wings and</u> with salt or sand spreaders
1	Motor grader
2	End-loaders
1	Snow blower, 4 feet wide
1	Skid loader <u>with plow</u>
1	Polar Track Attachment
<u>2+</u>	Tool Cat
<u>1</u>	<u>F-450 with v-plow and spreader box</u>

Outside private snow removal services and equipment may be contracted for, if authorized by the Mayor ~~or Council Committee~~ and is within the City of Stoughton operating budget.

PERSONNEL

All team members in the Public Works Department are expected to participate in snow plow operations. This includes full time employees, part time employees and management staff. Outside contract help may be utilized and shall be authorized by the Mayor ~~or Council Committee~~.

Outside sources of personnel may be, but is not limited to:

- Members of the City of Stoughton Utilities/City Employees~~Employees of the City of Stoughton upon approval from their respective Department Directors.~~
- Private contract personnel
- Former city employees that resigned in good standing

OVERTIME POLICY/SUBCONTRACTING

The need for overtime shall be established dependent upon the severity of the storm. The determinations of when to use overtime or subcontractors in the removal of snow or ice shall be made by one of the following:

Director of Public Works or their designee
Mayor

PLOWING

Plowing shall consist of moving the snow or ice to either side of the specific area, or may also include loading and trucking to a point of non-environmental concern.

Winter maintenance activities shall commence as the Director of Public Works or his designee shall direct.

All streets and roadways in classified as Mains shall have two lanes of traffic open if at all possible at all times.

Within the Central Business District parking may be restricted by the Director of Public Works or the Police Department until clear of snow or ice.

Secondary streets shall have two lanes of traffic open within 36 hours after a storm.

Tertiary areas shall be open to travel within 48 hours after a storm.

Private sidewalks - After proper notification by the City and failure to maintain by the property owner, then snow removal shall be done in accordance with Section 8.10 of the Stoughton Municipal Ordinance, which requires that all walks be maintained. This will result in a penalty and a future assessment on the tax roll.

There will be no plowing of private driveways by City Personnel. Some snow and ice will be deposited in private driveways during snow and ice removal operations. This will not be removed by the City.

PRIVATE PLOWING

No snow or ice removed from private property shall be deposited in the public ways, ~~in areas expected to be cleared by personnel from the City of Stoughton.~~ This would include any of the following which are prohibited:

1. Pushing snow or ice across a roadway ~~or walk.~~
2. Pushing or carrying and depositing snow or ice on a public way, where expected to be maintained for pedestrian or vehicular traffic.
3. The flowing of snow or ice onto a pedestrian or vehicular travel area.

Any of the above are dangerous and could cause injury or accidents, and may not allow for safe passage by the public.

Violation of any of the above may result in a forfeiture action against the property owner, punishable by a per diem fine, to be set by ordinance, until such nuisance shall be removed.

Removal may also be made by the City, through notification of the property owner. A penalty, to be set by ordinance, plus actual removal cost would be assessed against the property owner as a special assessment on the tax roll.

SALTING

Salting shall provide placement of calcium chloride or sodium chloride upon a snow or ice surface to remove accumulation when temperatures are below freezing. Salt brine mix is used to pre-wet salt to accelerate activation of rock salt and to prevent bounce on roadway. Salt brine mix will also assist with melting snow and ice when temperatures reach sub-zero.

Note: Salt shall be used only when absolutely necessary as determined by the Street Superintendent in areas of ~~high volume~~ high-volume traffic or dangerous conditions. Salt may have adverse effects on the environment and shall be used with this in mind.

Salt is not effective when temperature is below a certain degree adjusted by the amount of available sunlight.

SANDING

Sanding shall consist of spreading sand to provide a traction surface on packed snow or ice and shall be applied only in areas of high traffic movement or unsafe areas as determined by the Street Superintendent.

Note: Sanding of streets can cause a buildup of sand in storm sewers and points of discharge, which could require additional maintenance or environmental concerns. Therefore, sand shall be used only as absolutely needed.

SALT AND SAND MIXTURE

A mixture of sand and salt may be required as directed by the Director of Public Works to provide traction during extreme cold weather when salt may not be effective. This practice should only be used as a last resort as sand tends to migrate into the storm sewer over time.

The City of Stoughton prepares a mixture of sand and salt for general use by residents on private sidewalks. This mixture may be picked up in owner's containers at the 4th Street garage for private use.

LIQUIDS

Sodium Chloride (salt) and water (brine) typically makes up at least 80% of the liquid used in snow operation. Liquids shall be used to pre-wet the salt in the auger before it is dispensed at the spinner. Liquid pre-wetting will help to reduce salt bounce or scatter as it hits the pavement and will help to accelerate the melting process. Salt brine combined with other additives such as, Geomelt and Calcium Chloride or other additives may be added to salt brine to lower the freezing point. The use of additives typically consists of no more than 20% of the liquid solution.

ANTI-ICING

Anti-icing (pre-treating) may be applied up to 3 days before a snowfall event is forecasted. Anti-icing will be applied to mains, inclines and bridges throughout the city to provide salt bond to roadway to prevent snow packing to street surface.

MULTI-USE PATH SNOW REMOVAL

The City of Stoughton shall clear snow or ice from any shared-use path (concrete or asphalt), greater than six (6) feet in width, that abuts properties zoned for single-family residential or two-family residential.

EMERGENCY REQUESTS FOR SERVICE

Emergency calls may be made when threatening conditions may lead to damages, injury or loss of life. Also this may include power outage, downed power lines, water main breaks or other similar occurrences.

Calls may be made to the Police Department for emergency maintenance service. The Police Department personnel will notify the proper personnel depending on the type of emergency.

COMPLAINTS

Complaints for snow or ice removal shall be made to the Department of Public Works office.

DOWNTOWN SNOW REMOVAL

Property owners within the downtown corridor, marked in orange below, will be responsible for clearing snow from the sidewalk to the curb line within 24 hours of the end of a snowfall. Property owners on the corner will still be responsible for clearing the sidewalk ramps as well. Staff will make every effort, by straightening the plow, to not deposit snow on the sidewalk ramps, but there may be some residual snow that will be left behind.

Downtown Corridor Defined

Main St – Railroad Track to S. Page St
Water St - Jefferson St to Washington St
Division St - Jefferson St to Washington St
Forrest St - Jefferson St to Washington St
Fourth St - Jefferson St to Washington St



During the snow event, city staff will plow to the curb line and property owners will remove snow from their sidewalk to the curb line. The snow will then be collected, typically, the following night after the end of a storm starting at midnight.

During cleanup, crews will push the snow from the curb line using a grader to move the snow to the middle of the street. A large snow blower attached to a loader will then fill dump trucks with the snow and haul to a predetermined location for storage. During a typical storm, city staff will have the snow removed from downtown during the overnight hours the day after a snowfall.





Memorandum

To: Public Works Committee
From: Brett Hebert, Director of Public Works
Date: September 14, 2023
Subject: Cemetery Grounds Maintenance Contract

Public Works Committee Members,

The current three (3) year landscaping contract with Hamacher Lawn Care to maintain Riverside and Wheeler Prairie cemeteries expires in April of 2024. Hamacher has offered to extend the current contract for another three years until April of 2027 with no fee increase. The current flat fee for lawn care at the cemeteries is \$19,000 per year.

Since Hamacher began maintaining the Cemetery in April of 2011, he has not raised his fees to the City to provide lawn care at the cemeteries. Hamacher has provided the City with a quality service for a reasonable cost for the last eleven (11) years. I would recommend to the committee that we accept the offer to extend the contract for another three (3) years until April 2027.

Respectfully,

Brett Hebert
Director of Public Works



August 22, 2023

Re: Cemetery Contract Extension

Dear Mr. Hebert:

Please accept this letter as formal request for contract extension for the Wheeler Prairie and Riverside cemeteries located here in Stoughton. It has been a pleasure maintaining these locations for the last 12 years and I am happy to honor current pricing for the next 3 years as outlined below.

Current Contract:

April 2021 – April 2024 **(3 year contract)**
\$19,000 level billed each year - April thru November

Proposed Contract:

April 2024 – April 2027 **(3 year contract)**
\$19,000 level billed each year - April thru November

We are committed to our community and take great pride in being able to maintain such important properties for the residence of Stoughton. It is always our goal to provide excellent service, prompt response and fair pricing and you have my commitment that we will continue that promise in the years ahead as we extend this contract.

Please feel free to contact me with any questions, comments or concerns.

Thank you for the consideration and trust you have placed in Hamacher Lawn Care for the last **12** years! It would be an honor to continue this relationship.

Kind regards,

Matthew R. Hamacher

Matthew R. Hamacher
Owner, Hamacher Lawn Care Services, LLC

City of Stoughton, 207 S. Forrest Street, Stoughton WI 53589

RESOLUTION OF THE PUBLIC WORKS COMMITTEE

Acceptance of Public Improvements made by RHD Properties, LLC for 51 West Development – Phase II, Phase III, Roby Road Sanitary Sewer upsizing, and Oak Opening Drive Improvements

Committee Action: Public Works Committee -

Fiscal Impact: None

File Number: R- -2023

Date Introduced: September 26, 2023

WHEREAS, Pursuant to the AGREEMENT TO UNDERTAKE DEVELOPMENT (51 WEST DEVELOPMENT) (the “Agreement”), RHD Properties, LLC (the “Developer”) is required to construct certain Public Improvements; and

WHEREAS, the Agreement require Developer to submit the following prior to acceptance of Public Improvements:

- A written request by the Developer desiring the City to inspect the Public Improvements, and
- Valid lien waivers from all persons and entities providing materials or performing work on the improvements for which certification is sought, and
- Provide a statement from the City Finance Director that all outstanding City costs, including engineering and inspection charges, have been paid in full; and

WHEREAS, Developer has requested that the City accept Phase II, Phase III, Roby Road Sanitary Sewer upsizing, and Oak Opening Drive Improvements as outlined in the Agreement for the 51 West Development; and

WHEREAS, the City Planning Director and designees have inspected the Completed Improvements and found them to be acceptable and ready for conditional acceptance pursuant to the September 1, 2023 memo to the Public Works Committee (Exhibit A) and subject to the one year warranty period; and

WHEREAS, the Public Works Committee met on September 21, 2023 to consider acceptance of the Phase II, Phase III, Roby Road Sanitary Sewer upsizing, and Oak Opening Drive Improvements; and

WHEREAS, the Letter of Credit can be reduced to \$313,285 to reflect the Agreement and remaining items; and

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Stoughton that Public Improvements for Phase II, Phase III, Roby Road Sanitary Sewer upsizing, and Oak Opening Drive are accepted pursuant to the September 1, 2023 memo to the Public Works Committee (Exhibit A) and subject to the one year warranty period and to allow the Letter of Credit to be reduced to \$313,285.

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Tim Swadley, Mayor Date

Council Action: _____ **Override** **Vote** _____

Exhibit A



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

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: September 1, 2023

To: Public Works Committee

From: Rodney J. Scheel
Director of Planning & Development

Subject: 51 West Public Improvements – Phase II, Phase III, Roby Road Sanitary Sewer upsizing, and Oak Opening Drive improvements

The Developer has requested acceptance of public improvements for 51 West - Phase II, Phase III, Roby Road sanitary sewer upsizing, and Oak Opening Drive improvements pursuant to the Agreement to Undertake Development. Staff has worked with our consulting engineers who provided inspection services for the City and we recommend **acceptance** of the public improvements for these areas with the following conditions and exceptions:

1. Developer shall be responsible for locating sanitary sewer, water and stormwater infrastructure, in response to locate (Digger's Hotline) requests, until such improvements have been accepted by the City Council.
2. The stormwater management facilities for all three phases -are recommended for **conditional acceptance** subject to these additional items:
 - a. As-built certification materials must be submitted and approved by Dane County Land & Water Resources. As-built certification shall include a set of drawings, stamped by a professional engineer, comparing the approved stormwater management plan with what was constructed.
 - b. The developer shall be responsible for maintenance of the Stormwater Management Facilities for a period of not less than 36 months from the date of conditional acceptance, per the Agreement to Undertake Development.
 - c. Stormwater management facilities items associated Item #3 below are to be addressed without delay.
3. The "List of Items to be Completed or Corrected" dated August 3, 2023 for All Phases and as subsequently updated shall be addressed.
4. A complete set of record drawings for all phases, including stormwater management facilities is to be provided.
5. Vegetation in the park land areas and terraces have not been established and therefore, **are not recommended** for acceptance. This includes Phase I.
6. Accepted public improvements are subject to a one-year warranty from the date of acceptance by the City Council.

7. Pursuant to the Agreement to Undertake Development (“Agreement”), it is recommended the construction Letter of Credit be reduced to \$313,285. This represents 20% of the construction cost for the stormwater management facilities as outlined on Attachment I of the Agreement. This Letter of Credit is to remain in place for a minimum of 3 years following conditional acceptance of the stormwater management facilities. The developer remains responsible to maintain the stormwater management facilities for not less than 3 years at which time the City will evaluate full acceptance of the stormwater management facilities pursuant to the Agreement. It includes \$16,500 for turf establishment for the publicly dedicated areas including parks and outlots. It also includes \$15,275 for the installation of street trees fronting parks and outlots.

Acceptance by the City does not constitute a waiver by the City of the right to take action on account of defects in or failure of any improvements that are detected or which occur following such certification.

A resolution is provided and recommended for your consideration.

If you have any questions, please contact me.