



Board of Public Works  
Agenda  
May 10, 2016  
5:30pm

**NOTICE**

There will be a Board of Public Works meeting on Tuesday, May 10, 2016 at 5:30pm in the Committee Room/Council Chambers at the St. Francis Civic Center located at 3400 E. Howard Avenue.

**BOARD OF PUBLIC WORKS AGENDA**

1. Call Meeting to Order
2. Election of a Chair
3. Public Comment
4. Minutes of the March 8, 2016 meeting.
5. Correspondence
  - A. Sue Bostedt Re: Norwich Trucking Issues
  - B. Sue Bostedt Re: Iowa and Kansas Avenues Trucking Issues
6. Discussion and Possible Action
  - A. S. Barland Avenue Right-of-Way south of E. Koenig Avenue
  - B. College Labor Program Funding
7. Engineer's Report
8. Unfinished Business
  - A. S. Troy Avenue Extension
  - B. Discussion – Road Project Special Assessment Methods
  - C. Discussion and Possible Action – S. Nevada Avenue Street Lighting
  - D. Discussion and Possible Action – Betz Avenue Right-of-Way
9. Adjourn.

**PUBLIC NOTICE**

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

**CITY OF ST. FRANCIS  
MINUTES OF THE BOARD OF PUBLIC WORKS  
MEETING HELD TUESDAY, MARCH 8, 2016, 5:30PM**

Present: Alderperson Sue Bostedt, Alderman Mike McSweeney (arrived approximately 5:50pm), Alderwoman Debbie Fliss Citizen Members Paul Pankowski, Christine Hancock, Shawn Feirer and Amanda Bednarski.

Also present: Mayor CoryAnn St. Marie-Carls, City Engineer/Director of Public Works Melinda Dejewski, James Hatzenbeller.

Alderwoman Bostedt called the meeting to order at 5:30pm.

**1. Public Comment.**

None.

**2. Minutes**

A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to approve the minutes of the February 10, 2016 meeting. Motion carried.

**3. Correspondence**

**A. Grace Liebenstein Re: Snow Removal on Sidewalks**

City Engineer Dejewski stated that she has not received any complaints regarding this section of sidewalk. There was general discussion on the time allowed to clear walks and that other issues may have come forward after the snow was removed. The City Engineer is to write a letter to the resident outlining snow removal procedures and inform her that if she sees an issue, to call right away.

**B. Jim Hatzenbeller Re: S. Pennsylvania Ave Pavement and Alley east of S. Pennsylvania Ave**

City Engineer Dejewski explained the construction of S. Pennsylvania Avenue and that the pavement is thicker than typical and that the pavement is in good condition compared to other roads in the City. City Engineer Dejewski also explained that alleys are a low priority compared to streets however, the alley in the correspondence will be reviewed and added to the Watermain Trench Repair contract if replacement of the section is warranted.

Mr. Hatzenbeller then explained that at Whitnall Square, there were some trees blocking the view of traffic on S. Pennsylvania Avenue when exiting the northern most exit. City Engineer Dejewski stated it would be investigated and if the trees were on City property, the City would trim them. If they were on private property, Building Inspector Vretenar would get involved with contacting the property owner to trim them.

Mr. Hatzenbeller also asked if the road repair map could be put back into the newsletter. The Board indicated that they would take that under advisement.

A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to place the correspondence on file. Motion carried.

**4. Discussion and Possible Action**

**A. Report of the Board of Public Works**

City Engineer Dejewski reviewed the report with the Board. There were some comments regarding adding "pending" to some items that were still pending to be more clear. A motion was made to place the report on file, update the items that need "pending" added and forward the report to the Common Council. Motion

carried.

**4. Discussion and Possible Action**

**B. Sidewalk Replacement Program**

City Engineer Dejewski stated that she and Todd Willis of the City made the presentation to the UWM students however, the City's project was not selected. However, she has an employee who will be needing light duty and she will have him preform the inventory. No action was taken on this item.

**C. Citywide Easements and Right-of-Ways**

**D. Continuance or Reverting City Owned Property to the Tax Rolls**

Alderwoman Bostedt stated that she would like to see these items continue to be worked on after her resignation from the Council They are important items to help with time and funding issue in the DPW and the City. No action was taken on these items.

**6. Engineer's Report**

City Engineer Dejewski reviewed the report. Alderwoman Bostedt inquired when the piles of dirt on the Nevada Avenue project would be removed. City Engineer Dejewski state that once the project resumes, they will be spread around the County land as requested by the County. Board Member Hancock inquired about the utilities on the Denton Avenue project. City Engineer Dejewski explained the issue with the water and gas utilities needing to be replaced prior to the road being replaced. A motion was made by Alderwoman Fliss, seconded by Board Member Pankowski to place the report on file. Motion carried.

**7. Unfinished Business**

**A. S. Troy Avenue Extension**

No report.

**B. Discussion – Road Project Special Assessment Methods**

Alderwoman Fliss stated that this work should wait until the new board is in place after the election. It may eventually need to go to the Legislative Committee if changes are recommended.

**C. Discussion and Possible Action – S. Nevada Avenue Street Lighting**

City Engineer Dejewski received notice tha the City can do some lighting. She has contacted We Energies to see what type of lights they have that meet the specifications from the County.

**D. Discussion and Possible Action – S. Betz Avenue Right-of-Way**

Board Member Feirer reported that the owners are very interested in the possibility of combining the lots.

**8. Adjourn**

A motion was made by Alderwoman Fliss, seconded by Alderwoman Bostedt to adjourn. Motion carried.  
Time 6:12p.m.

# ENGINEER'S REPORT MARCH 2016

## ROAD PROJECT REPORT 2016

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
Denton from Packard to Barland	resurface	\$300,000.00	in-house	in-house	Postponed until 2017
Crawford Avenue Parking Lot	construct	\$325,000.00	in-house	in-house	
Martin Lane from Lake to Kirkwood	construct	\$350,000.00	in-house	in-house	Survey in progress
Removal of S. Brust – Bolivar to Whitnall	deconstruct/grant	\$200,000.00	in-house	in-house	Barricades in place
Watermain Trench Repair Program	reimbursement	\$60,000.00	in-house	in-house	Getting locations mapped.
Sidewalk Replacement Program	repair/replacement	\$40,000.00	in-house	in-house	Working on survey.

## 2015

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
Nevada Extension	Construction	\$1,000,000	\$40,000	\$80,000	Project in progress.
Brook Place Storm Sewer/Road	Construct	\$300,000	In-house	\$20,000	No response from resident. Moving forward with survey work.

## 2014

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	UPDATE ON PROJECT
Kansas from Layton to Whitnall	construct	\$500,000	Construction complete. All scheduled walk-throughs complete. Assessments 2016.

## 2012

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	UPDATE ON PROJECT
Packard from Howard to Lunham	resurface	\$876,248.51 (\$198,846.67 city portion)	Project is complete. Punch list items are done. Cost to date: \$187,044.50. State performing audit for 2 years. Letter sent to property owners.

From: Sue Bostedt  
Sent: Wednesday, March 30, 2016 8:28 PM  
To: twobeeps@wi.rr.com; Melinda Dejewski; Don Brickner; Thomas Dietrich; Mike McSweeney; Steve Wattawa  
Subject: Norwich trucks

Mr. Luebke:

This follows our discussion about trucks coming down Iowa and Norwich. As I mentioned for years we have been trying to get the independent trucks coming to Shur line to use Artic Avenue. Recently my understanding is that Shur line was to change their main address to Artic Avenue. I have personally talked with head personnel, had our city attorney talk with Shur line, had trucks ticketed and followed trucks and stopped them for turning on Iowa to Norwich. As I stated, residents need to call the police with license plate numbers or as soon as they see a truck so the trucks get ticketed. I will request that signs also be put up on Iowa and Norwich in the terraces on BOTH sides of the street stating to use Artic Avenue and to turn East to the truck entrance for double notification can be seen. Melinda, please have the Board of Public Works put this on their next agenda and contact Mr. Luebke when this is to be discussed.. I am copying Alderpersons Mike McSweeney who is on the board and Steve Wattawa who is in our district for follow up since i no longer will be a alderperson after the next electiion. Mr. Don Luebke's contact information lives at 1933 E. Norwich phone 414 744-4269. I am sure the police will come and issue tickets if they are called. Thank you all.

Sent from my Verizon Wireless 4G LTE Tablet

Susan D. Bostedt  
1st District Alderperson

From: Sue Bostedt  
Sent: Monday, April 4, 2016 9:09 PM  
To: Melinda Dejewski; Mike McSweeney; Steve Wattawa  
Subject: Iowa and Kansas truck issues

Please give consideration for having the roads be one way. No turn onto Kansas from Layton and a right turn only from Kansas north of Whitnall as discussed with Mike McSweeney. One way on Iowa from Norwich to Howard north only onto Howard. I think this would help. Thank you

Sent from my Verizon Wireless 4G LTE Tablet

Susan D. Bostedt  
1st District Alderperson



# City of St. Francis

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Melinda K. Dejewski, PE, City Engineer/Director of Public Works

May 6, 2016

City of St. Francis  
Board of Public Works

Subject: S. Barland Avenue Right-of-Way south of E. Koenig Avenue

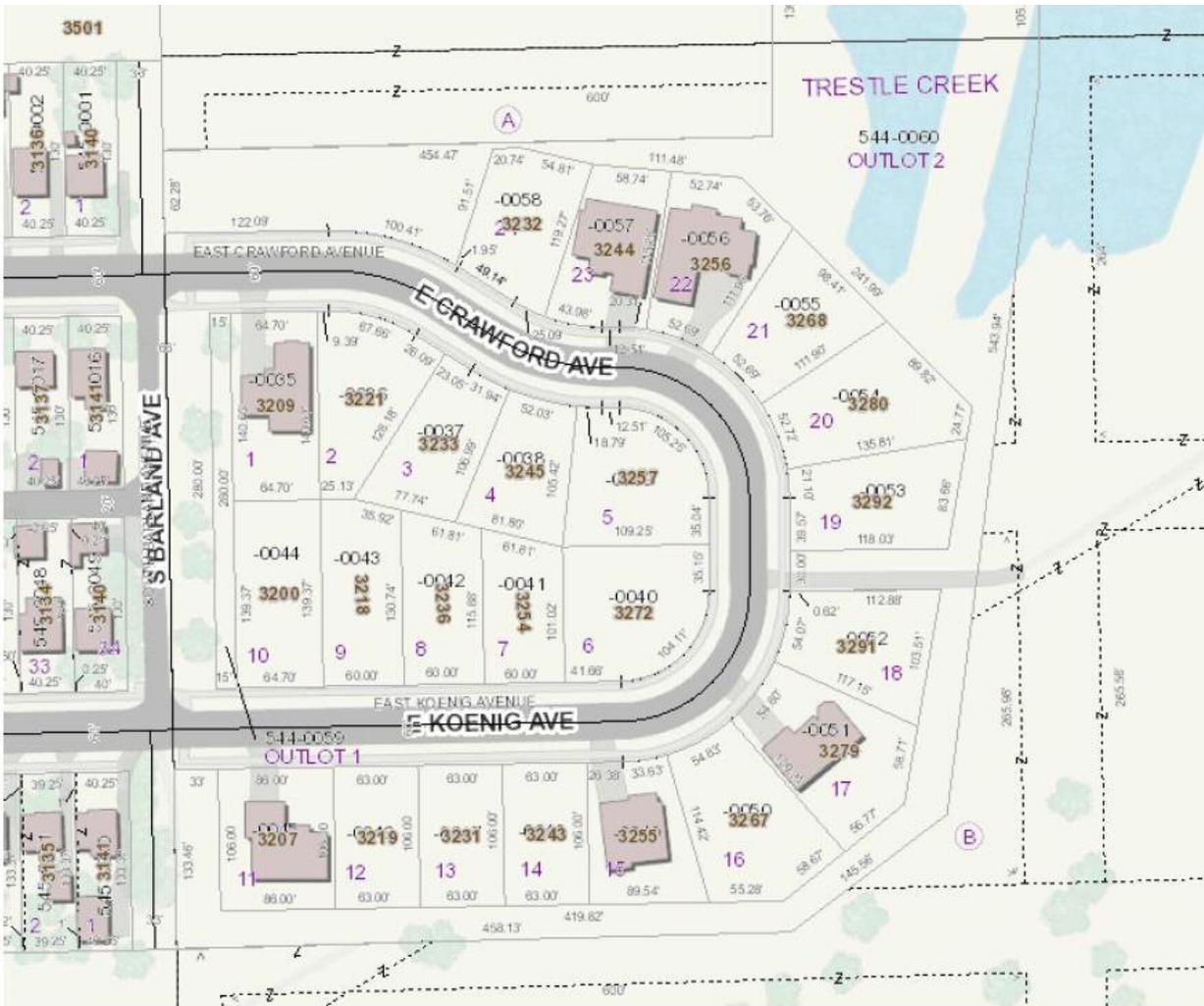
Dear Board of Public Works Members:

Mr. Husslein has contacted the City regarding what he believes to be trespassing upon his property. He has requested that the City extend the fence from the Nojoshing Trail to E. Koenig Avenue. The City has not budgeted any funding for such a project. Attached are pictures of the area in question.

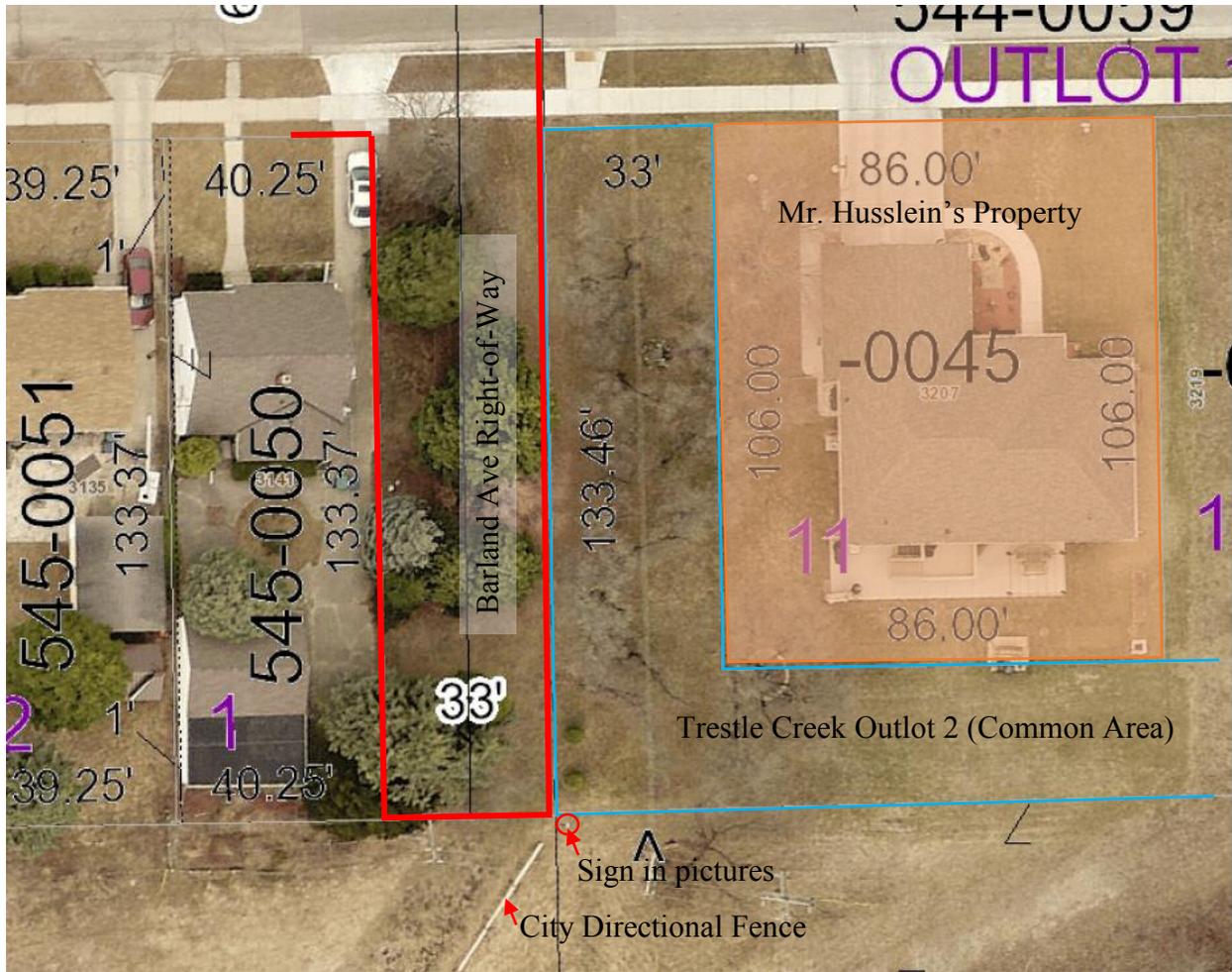
Please let me know if you have any questions.

Sincerely,

Melinda K. Dejewski, P.E.  
City Engineer/Director of Public Works



Trestle Creek Subdivision Plat



Barland Avenue right-of-way and trail.



Approximate Right-of-way line

Front property corner Trestle Creek Outlot (Common Area) looking south.



Front property corner Trestle Creek Outlot (Common Area) looking north.



Rear property corner of Trestle Creek Outlot (Common Area) looking south.



Rear property corner of Trestle Creek Outlot (Common Area) looking east.

Approximate property line of Mr. Husslein's property.



Front corner of Mr. Husslein's Property looking south.



# City of St. Francis

Melinda K. Dejewski, PE, City Engineer/Director of Public Works

May 6, 2016

City of St. Francis  
Board of Public Works

Subject: College Labor Program Funding

Dear Board of Public Works Members:

I have been requested to provide information on the college labor program costs. As you are aware, there were budget cuts in the Highway Department budget in the part time help account. This account is the one where the college labor and gardener are budgeted. The reduction was approximately \$10,000. Therefore, I had to reduce the program days and hours to stay close to the budget. Below is a table showing what the past program was and what it is today.

	Program Dates	Program Work Hours	Program Costs
Past Years	Approx. May 15 to mid to late August	7am to 3:30pm	\$27,000
Current Year	Approx. May 15 to August 5	7am to 12pm	\$13,000

The estimate of what the additional cost would be to have the college laborers work a full day between May 15 and August 5 is approximately \$8000.

Please let me know if you have any questions.

Sincerely,

Melinda K. Dejewski, P.E.  
City Engineer/Director of Public Works

**ENGINEER'S REPORT  
MAY 2016**

**ROAD PROJECT REPORT  
2016**

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Watermain Trench Repair Program	reimbursement	\$60,000.00	in-house	in-house	Contract awarded. Project start May 9
Sidewalk Replacement Program	repair/replacement	\$40,000.00	in-house	in-house	Working on survey.

**2015**

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
Nevada Extension	Construction	\$1,000,000	\$40,000	\$80,000	Path construction started. Completion June 16.
Brook Place Storm Sewer/Road	Construct	\$300,000	In-house	\$20,000	Plans in progress. Bids let late May/early June.

**2014**

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	UPDATE ON PROJECT
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Street light on either side of new Nevada Avenue



