



## Board of Public Works Meeting

October 8, 2020  
5:30pm

### **NOTICE**

There will be a Board of Public Works meeting on Thursday, October 8, 2020 at 5:30 in the Common Council Chambers at the St. Francis Civic Center located at 3400 E. Howard Avenue.

### **BOARD OF PUBLIC WORKS AGENDA**

1. Call to Order
2. Minutes of the August 13, 2020 meeting.
3. Discussion with Possible Action
  - A. Handicap Parking Space 3702 E. Lunham Avenue on S. Kirkwood Avenue (referred from Common Council)
  - B. 5 Year Road Capital Budget
  - C. 5 Year Sanitary and Storm Sewer Capital Budget
4. Engineer's Report
5. Unfinished Business
  - A. Snow Removal Charges
  - B. Residents Unpermitted Use of City-Owned Land – Discussion Only
  - C. Alteration of City Entrance Sign on S. Lake Drive at North City Limit
6. 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 and/or any Committee, Commission or Board may be present.

**MINUTES OF THE BOARD OF PUBLIC WORKS  
MEETING HELD THURSDAY, AUGUST 13, 2020, 5:30PM**

Present: Alderman Shawn Feirer, Alderwoman Debbie Fliss, Citizen Members Christine Hancock, Richard Adamczewski, Rick Grubanowitch and Sandy Welvang

Excused: Alderwoman Sarah Calderon.

Also present: City Engineer/Director of Public Works Melinda Dejewski.

**1. Call Meeting to Order**

Alderman Feirer called the meeting to order at 5:30pm.

**4. Minutes**

A motion was made by Alderwoman Fliss, seconded by Board Member Grubanowitch to approve the minutes of the June 11, 2020 meeting. Motion carried.

**3. Discussion and Possible Action**

**A. Encroachment in Right-of-way at 1224 E. Norwich Avenue - Paving between Driveways**

City Engineer Dejewski explained that there is a small area between the driveways of 1224 and 1302 E. Norwich Avenue. In 2012-ish, the owner of 1224 E. Norwich Avenue installed bricks/pavement in the area presumably due to vehicles driving over the area and the difficulty maintaining the small area. The bricks/paving began to degrade. The two property owners worked together to install concrete in the small area where the bricks/pavement were. They did so without a permit from the City. There was discussion regarding how long the bricks/pavement had been installed, who performed the work, who owned the small area, how the permit process works, the need for a permit and what is guaranteed by the permit. A motion was made by Board Member Grubanowitch, seconded by Alderwoman Fliss to recommend to the Common Council to grant a permit for concrete to be placed between the driveway approaches of 1224 and 1302 E. Norwich Avenue provided that both property owners each pay the required \$60 permit fee with the permit to include the standard condition of no guarantee from the City due to no inspection which could result in a 100% special assessment of the driveway approaches when the road is repaved/reconstructed in the future. Motion carried.

**B. Alteration to City Entrance Sign on S. Lake Drive at North City Limit**

City Engineer Dejewski explained that a complaint had come from one of the residents of the Sisters of St. Francis of Assisi Convent that the City Entrance sign blocked the vision of people leaving the site. City Engineer Dejewski further explained that the sign was in its current location because when it was installed, it was between 2 entrances to a larger parking lot. The reconfiguration of the Sister's site has relocated the driveway so that the sign is to the north of the driveway instead of the south of the driveway. There was discussion about board members having been on site and not experiencing the issue raised by one of the residents. The Board asked if a formal letter from the site management team of the Sisters had been received by the City. City Engineer Dejewski stated no. The Board directed City Engineer Dejewski to place the item under Unfinished Business. The Board did not want to recommend expending the funds to relocate the sign if the management team from the site had not made a formal request. No action was taken on this item.

**C. Traffic Calming Devices – Discussion Only**

City Engineer Dejewski presented information from the Federal Highway Association regarding the different traffic calming devices that are typically used along with the benefits and detriments to using each one including costs. There was discussion about the different types of devices such as speed bumps, speed tables, and chicanes. The issue had come forward due to a post on a Facebook page complaining about the speeds on E. Bolivar Avenue by the grade school. The Board thought that the most that should be done at this time would be a speed study. City Engineer Dejewski stated the Engineering Department would conduct the study if and when school was back in session due to the lack of traffic due to the pandemic. No action was taken on this item.

**6. Engineer's Report**

City Engineer Dejewski reviewed the report. A motion was made by Alderwoman Fliss, seconded by Board Member Adamczewski to place on file. Motion carried.

**5. Unfinished Business**

Snow Removal Charges. – No action was taken on this item.

**6. Adjourn**

A motion was made by Alderwoman Fliss, seconded by Board Member Adamczewski to adjourn. Motion carried. Time 6:15p.m.



# City of St. Francis

---

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

September 10, 2020

Honorable Common Council  
City of St. Francis

Subject: Handicap Parking Space at 3702 E. Lunham Avenue – On S. Kirkwood Avenue

Gentlepersons:

The City has received a request for a handicap parking space to be created at 3702 E. Lunham Avenue. This property is a corner property located on the northeast corner of E. Lunham Avenue and S. Kirkwood Avenue next to Vretenar Memorial Park. The request is attached.

You may recall that when the reconstruction of S. Kirkwood Avenue was approved, included in the plans was to change the “no parking” zone to be both sides of S. Kirkwood Avenue from Vretenar Memorial Park to E. Lunham Avenue due to the narrowing of the roadway. While the construction is complete, it has been discovered that the update to the “no parking” ordinance has not been completed. Due to this fact, I would recommend that the handicap parking space be created in the appropriate ordinance and the “no parking” ordinance be updated to reflect the change but omitting the area for the handicap parking space. Once the space is no longer needed, the ordinances can be amended to remove the space and complete the entire “no parking” zone. Please see the attached map.

Respectfully submitted,

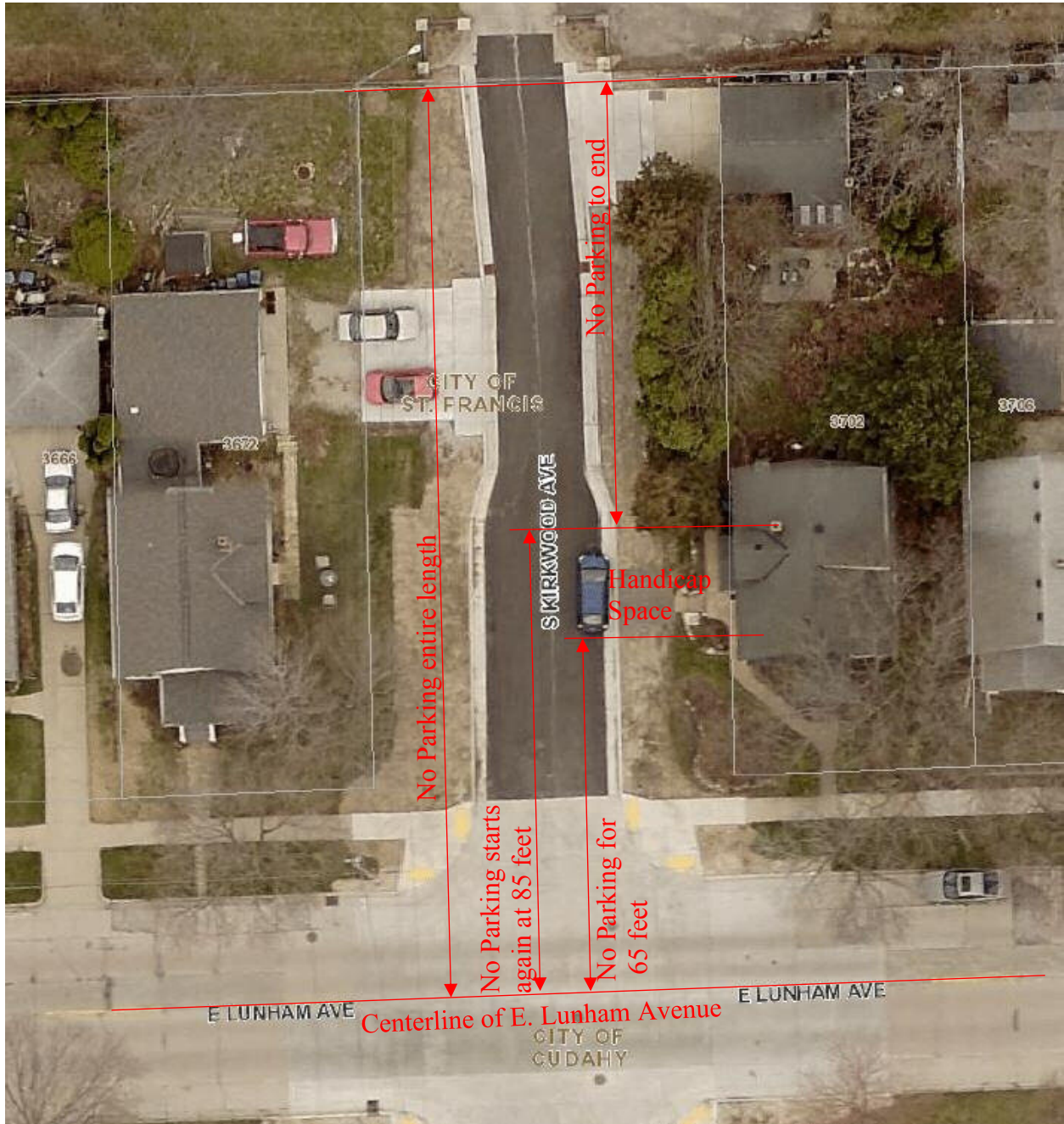
Melinda K. Dejewski, PE  
City Engineer/Director of Public Works

No Parking Zone:

On S. Kirkwood Avenue west side from S. Lunham Avenue to Milton Vretnar Memorial Park  
On S. Kirkwood Avenue east side from the intersection of S. Lunham Avenue to the intersection of the centerline of S. Lunham Avenue north 65 feet; also from the intersection of the centerline of S. Lunham Avenue north 85 feet to Milton Vretnar Memorial Park.

Handicap Parking Space:

South Kirkwood Avenue. A standard parking space immediately adjacent to 3702 E. Lunham Avenue



Melinda, City Engineer

I am requesting a handicapped  
parking sign on my no parking  
side of Kirkwood Avenue by my  
house: 3702 E. Lunham Ave,  
St. Francis, WI 53235

due to the fact that I care  
for my elderly BLIND mother and  
she cannot walk to and from my  
driveway.

Respectfully,  
Lisa A. Maier



**Disabled Parking  
Identification Permit**

**REMOVE FROM MIRROR  
BEFORE DRIVING VEHICLE**

**P652835**



**EXPIRES**

**NOV**



**23  
WIS**

**WISCONSIN**

**YEAR - 2021**

ROAD	RATING	TYPE OF TREATMENT	PROJECT LENGTH	ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE
St. Francis Ave from RR Tracks to Kinnickinnic - LRIP Grant Project	4	resurface/reconstruct	800	\$300,000.00	completed in 2019	\$25,000.00
Watermain Trench Repair Program	NA	repair/reimbursement	NA	\$60,000.00	in-house	in-house
Bottsford Avenue from Nicholson to Pennsylvania	4	resurface	1700	\$325,000.00	in-house	in-house
New York Avenue from Bottsford to Van Norman	4	resurface	686	\$225,000.00	in-house	in-house
Armour from Pennsylvania to Nicholson	5	resurface	1700	\$325,000.00	in-house	in-house
Allerton from Nicholson to Delaware	4-5	resurface	1500	\$300,000.00	in-house	in-house
Vermont from Cudahy to Bottsford	3-4	resurface	1268	\$275,000.00	in-house	in-house
Illinois from Armour to Bottsford	4-6	resurface	951	\$250,000.00	in-house	in-house
Cudahy from Illinois to Nicholson	3	resurface	1320	\$280,000.00	in-house	in-house
TOTAL RECOMMENDED BUDGET ESTIMATE				\$2,340,000.00		
		less reimbursement/grant		\$25,000.00		
				\$2,315,000.00		

**YEAR - 2021/2022**

**TO BE CONSTRUCTED AFTER DETERMINATION OF PROJECTS IN AREA IS COMPLETED**

ROAD	RATING	TYPE OF TREATMENT	PROJECT LENGTH	ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE
Norwich east of Pennsylvania	1	construct	1110	\$2,000,000.00	completed in 2019	\$50,000.00

**YEAR - 2022**

ROAD	RATING	TYPE OF TREATMENT	PROJECT LENGTH	ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE
Nevada from Howard to Norwich	6	resurface	325	\$100,000.00	in-house	in-house
Kansas from end of 2009 project to Norwich	2	reconstruct	400	\$250,000.00	\$7,500.00	in-house
Brust from Norwich to dead end	4	resurface	400	\$100,000.00	in-house	in-house
Alabama from Norwich to dead end	4	resurface	370	\$100,000.00	in-house	in-house
Sidewalk Replacement Program	NA	repair/grant	NA	\$40,000.00	in-house	in-house
TOTAL RECOMMENDED BUDGET ESTIMATE				\$590,000.00		
		less reimbursement/grant		\$40,000.00		
				\$550,000.00		

**YEAR - 2023**

ROAD	RATING	TYPE OF TREATMENT	PROJECT LENGTH	ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE
Gravel Alley west of Willow Glen, south of Denton	NA	construct	250	\$200,000.00	\$5,000.00	\$7,000.00
Alley west of Nicholson, south of Denton	NA	construct	150	\$100,000.00	\$10,000.00	\$7,000.00
Indiana north and south of Denton	1	construct	528	\$300,000.00	\$6,000.00	\$7,000.00
Allerton from Nicholson to dead end	1	construct	600	\$350,000.00	\$6,000.00	\$7,000.00
Delaware from Bottsford to dead end (gravel)	4	construct	158	\$100,000.00	\$6,000.00	\$7,000.00
Norwich from KK to dead end	3	construct	300	\$175,000.00	\$6,000.00	\$7,000.00
Watermain Trench Repair Program	NA	repair/reimbursement	NA	\$60,000.00	in-house	in-house
Sidewalk Replacement Program	NA	repair/grant	NA	\$40,000.00	in-house	in-house
TOTAL RECOMMENDED BUDGET ESTIMATE				\$1,325,000.00		
		less reimbursement/grant		\$100,000.00		
				\$1,225,000.00		

**YEAR - 2024**

ROAD	RATING	TYPE OF TREATMENT	PROJECT LENGTH	ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE
Gravel alley west of Nicholson between Allerton and Van Norman	NA	construct	440	\$200,000.00	\$10,000.00	in-house
Pennsylvania Avenue from Morgan to Eden (City of Milwaukee)	4	resurface/reconstruct	100	\$50,000.00	\$7,000.00	City of Milwaukee
Brook Place from Crawford to dead end	5	construct	130	\$100,000.00	complete	\$7,000.00
Hill Place from Koenig to dead end (gravel)	5	construct	130	\$100,000.00	\$6,000.00	\$7,000.00
Lake Dr from north of Packard to City Limits	5	construct	3590	\$2,000,000.00	\$40,000.00	\$50,000.00
Cora from Kansas to Arctic	3	reconstruct	700	\$400,000.00	\$15,000.00	\$25,000.00
Tripoli from Arctic to Kansas	3-4-5	resurface/reconstruct	1200	\$600,000.00	\$30,000.00	\$25,000.00
Tesch from Iowa to dead end	4	reconstruct	475	\$400,000.00	\$40,000.00	\$25,000.00
Sidewalk Replacement Program	NA	repair/grant	NA	\$40,000.00	in-house	in-house
TOTAL RECOMMENDED BUDGET ESTIMATE				\$3,890,000.00		
		less reimbursement/grant		\$40,000.00		
				\$3,850,000.00		

**YEAR - 2025**

ROAD	RATING	TYPE OF TREATMENT	PROJECT LENGTH	ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE
Waterford PI from Hatley to Swift	4	reconstruct	440	\$250,000.00	\$10,000.00	in-house
Martin Lane from Lake to Kirkwood	2	construct	320	\$250,000.00	complete	\$10,000.00
Troy from Tesch to Denton	3 - 6	resurface/reconstruct	800	\$400,000.00	\$10,000.00	\$40,000.00
Kingan from Waterford to Denton	4	resurface	370	\$100,000.00	complete	in-house
Plainfield from Kingan to Packard	4	resurface/reconstruct	400	\$500,000.00	\$10,000.00	in-house
Watermain Trench Repair Program	NA	repair/reimbursement	NA	\$60,000.00	in-house	in-house
Sidewalk Replacement Program	NA	repair/grant	NA	\$40,000.00	in-house	in-house
TOTAL RECOMMENDED BUDGET ESTIMATE				\$1,600,000.00		
		less reimbursement/grant		\$100,000.00		
				\$1,500,000.00		

To be designed/constructed when conditions are met

Crawford Avenue Parking Lot	NA	construct	NA	\$325,000.00	\$35,000.00	in-house
-----------------------------	----	-----------	----	--------------	-------------	----------



## 5 Year Capital Program for Sewers

<b>Year - 2021</b>		
<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Cost</b>
Catch Basin Repairs	Repair catch basins at various locations in City	\$20,000
Citywide Sanitary Sewer Lining	Line sanitary sewers various sizes and locations around City	\$150,000

<b>Year 2022</b>		
<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Cost</b>
Catch Basin Repairs	Repair catch basins at various locations in City	\$20,000
Sanitary Sewer Manhole Repair	Repair sanitary sewer manholes at various locations in the City	\$10,000

<b>Year 2023</b>		
<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Cost</b>
Catch Basin Repairs	Repair catch basins at various locations in City	\$20,000
Manhole Rehabilitation	Rehabilitate manholes at various locations in City	\$30,000

<b>Year 2024</b>		
<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Cost</b>
Catch Basin Repairs	Repair catch basins at various locations in City	\$20,000
Citywide Sanitary Sewer Lining	Line sanitary sewers various sizes and locations around City	\$150,000

<b>Year 2025</b>		
<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Cost</b>
Citywide Sanitary Sewer Lining	Line sanitary sewers various sizes and locations around City	\$150,000
Catch Basin Repairs	Repair catch basins at various locations in City	\$20,000

# ENGINEER'S REPORT OCTOBER 2020

## ROAD PROJECT REPORT

### 2020

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
E. Norwich Avenue – east and west of S. Pennsylvania to the dead ends	reconstruct	\$1,000,000	\$35,000	\$50,000%	Have preliminary design. Working with property owners on encroachments resolution.
E. St. Francis Avenue – RR Tracks to S. KK Ave	Resurface/Reconstruct	\$300,000	Completed in 2018	\$20,000	Postponed until 2021 due to COVID19.
Catch Basin Repair Project	NA	\$65,000	\$5000	\$5000	Cancelled. 2021 project.

### 2019

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
E. Norwich Avenue – east and west of S. Pennsylvania to the dead ends	reconstruct	\$1,000,000	\$35,000	\$50,000%	Have preliminary design.
S. Kirkwood Ave from E. Martin Lane to E. Tesch Ave	resurface	\$300,000	completed in 2018	\$7,000	Project 100% complete. Working on special assessments.
S. Kirkwood Ave from E. Lunham Ave to Vretenar Park	construct	\$95,000	completed in 2018	\$10,000	Project 100% complete. Working on special assessments.
Vretenar Park Entrance Road	construct	\$190,000	completed in 2018	\$5,000	Project 100% complete.
Sidewalk Replacement Program – 2018 and 2019	repair	\$75,000 (\$25,000 + \$50,000)	in-house	In-house	Construction complete.
Watermain Trench Repair Program	repair	\$50,000	In-house	In-house	Cancelled. 2021 project.

### 2018

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
Sidewalk Replacement Program	repair	\$25,000.00	in-house	in-house	Extension approved. See 2019 projects.