



Board of Public Works
Meeting
February 10, 2022
5:30pm

NOTICE

There will be a Board of Public Works meeting on Thursday, February 10, 2022 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
October 14, 2021
3. Correspondence with Possible Action
Letter dated November 30, 2021 from Residents of Sacred Heart Senior Apartments
Re: Noise Barrage Along Kinnickinnic From Howard Through Oklahoma Avenues
- 4 Discussion with Possible Action
 - A. Request to Utilize Unimproved E. Betz Avenue Right-of-Way for Private Driveway
 - B. City Municipal Garage Site Study Request for Proposals
 - C. Traffic Control at intersection of E. Howard Avenue and S. Kinnickinnic Avenue
4. Engineer's Report
5. Unfinished Business
Vacation and Deletion Request – E. Betz Avenue
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, OCTOBER 14, 2021, 5:30PM**

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

Excused: None.

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

1. Call Meeting to Order

Alderman Feirer called the meeting to order at 5:39pm.

2. Minutes

A motion was made by Board Member Grubanowitch, seconded by Board Member Hancock to approve the minutes of the September 16, 2021 meeting. Motion carried.

3. Discussion and Possible Action

A. 5 Year Capital Budget for Roads and Sewers

City Engineer Dejewski reviewed the proposed capital budgets for both roads and sanitary and storm sewers. She reminded the Board that while these are presented as 5 year plans, the 5 year plan can change each year depending upon other factors that may come forward during the year such as unexpected utility projects, new funding opportunity, or unexpected development of land. A motion was made by Alderwoman Calderon, seconded by Board Member Grubanowitch to recommend to the Common Council to approve the 5 year Capital Plan for Roads and the 5 year Capital Plan for Sewers. Motion carried.

B. Sidewalk in Terrace – 1390 E. Bolivar Avenue (S. Nevada Avenue side)

City Engineer Dejewski explained that Wixon wanted to construct a sidewalk to along the S. Nevada Avenue side of their property to facilitate the safety of their employees as they walk from one end of the building to the other. The sidewalk will be constructed to City standards and maintained by Wixon as any other property owner is required to do. If the City constructed the walk, Wixon would be special assessed for the cost of the construction. A motion was made by Board Member Grubanowitch, seconded by Board Member Hancock to approve the construction of a sidewalk in the public right-of-way by Wixon, Inc. provided that it is constructed to City standards and all appropriate permits are obtained. Motion carried.

4. Engineer's Report

City Engineer Dejewski reviewed the report. A motion was made by Board Member Grubanowitch, seconded by Board Member Hancock to accept and place on file. Motion carried.

5. Unfinished Business

Vacation and Deletion Request – E. Betz Avenue

There was no action taken on this item.

6. Adjourn

A motion was made by Board Member Adamczewski, seconded by Board Member Calderon to adjourn. Motion carried. Time 6:05p.m.

30 November 2021

Mr. Mark Johnsrud
Administrator
City of Saint Francis

Subject:

PETITION TO ENACT AN ORDINANCE TO STOP THE NOISE BARRAGE ALONG
KINNICKINNIC FROM HOWARD THROUGH OKLAHOMA AVENUES

Dear Mr. Johnsrud,

We, the residents of Sacred Heart Senior Apartments located at 3627 S. Kinnickinnic Avenue wish to submit a petition to prohibit loud and disturbing vehicle exhaust emissions under penalty of fines during all hours of the day and night. The residents are all above 55 years and some with very serious debilitating disabilities. Stopping these loud disturbances will enable the residents to experience peace and quiet in their lives.

Please note that with the slower and lesser crowds frequenting bars during the fall and winter seasons, these disturbing sounds may not be as often and as apparent these days and therefore not very disturbing, but this petition would be much appreciated if implemented sooner.

We earnestly wish that you and the council support our petition and plight to stop these inconsiderate people who cause misery and upset our daily lives.

Thank you and we look forward to your much appreciated action.

For and In Behalf of Residents of Sacred Heart Senior Apartment


Gilberto O. Ongchangco

PETITION TO PROHIBIT LOUD AND DISTURBING NOISE FROM VEHICLE
EXHAUSTS ALONG KINNICKINNIC AVENUE

RESIDENTS OF SACRED HEART SENIOR APARTMENTS AT
3627 S. KINNICKINNIC AVENUE

GAIL PRUSINSKI

BOB PRUSINSKI

RALPH & KAREN

KESSLER DZ

MATTHEW NEUBAUER

ANNE NEUBAUER

Doris A. Meinecke

Carol Frothingham

Bebbie Lebeck ES

Jisa Nunhouck B5

Gleen Kontouski apt 307

~~Andre Postolnik~~

Shuley Wood

Barb Wesels

~~W. B. ...~~

J. ...

Paul Greulich apt 304

Elizabeth H. Ongchangco B10

Gilberto Ongchangco

En ...



City of St. Francis

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

February 4, 2022

Honorable Board of Public Works
City of St. Francis

Subject: Request to Utilize Unimproved E. Betz Avenue Right-of-Way for Private Driveway

Gentlepersons:

The City Attorney and I have drafted an agreement by which Mr. Kroll would be able to construct his driveway within the unimproved E. Betz Avenue right-of-way. The agreement is different from the Special Privilege permits that were used in the past as this document is in a form that allows it to be recorded at the Register of Deeds office and stays with the property regardless of who owns it. The agreement is not included in the packet as it is receiving the final review by the City Attorney before it is presented to the Board and Mr. Kroll. I will send it out before the meeting to the Board and Mr. Kroll.

Provided that Mr. Kroll has no substantial objections, I recommend that the Board recommend to the Common Council to approve the agreement to allow the construction of a private driveway within the unimproved right-of-way of E. Betz Avenue.

Respectfully submitted,

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



City of St. Francis

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

February 4, 2022

Honorable Board of Public Works
City of St. Francis

Subject: City Garage Site Study Request for Proposals

Gentlepersons:

As was directed, the City budgeted \$20,000 for a study of the City Municipal Garage Site due to the age of the facilities and the DNR audit performed in March 2021. The Engineering Department has requested proposals for the study from 6 firms: Ruckert/Mielke, Strand, Graef, Keller, Inc., Zimmerman Architects, and PRA Architects. The proposals are due on Tuesday, February 8, 2022. A recommendation on a firm will be presented at the meeting. Note that these firms were requested to submit a proposal due to their ability to perform this type of work, their past experiences with the City of St. Francis, and their expertise in their respective fields.

The study will be completed by April 11, 2022 which will allow it to be reviewed by the Board of Public Works at the April 14, 2022 meeting. This matches up with the Stormwater Pollution Prevention Plan update that is required by the DNR audit. An additional issue that has come forward is the need to upgrade the fuel system at the garage due to updated regulations from DATCP (another state governmental agency that we report to). The site study will assist in the determination of if new buildings are needed and if so, what the arrangement of those buildings on the existing site would be for the best functionality. If the site is changed, the fuel pumps and tanks may also move and therefore, the type of improvement of the fuel system depends upon the recommendation from this study.

Again, a formal recommendation on a firm to retain for the site study will be presented at the meeting on February 10, 2022.

Respectfully submitted,

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



City of St. Francis

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

January 17, 2022

Subject: City of St. Francis RFP for Municipal Highway Garage Needs Study

The City of St. Francis is requesting proposals for a needs study for the Municipal Highway Garage site located at 2125 E. Bolivar Avenue in the City of St. Francis. The City is requesting proposals due to several issues that have been brought forward by State agencies as well as the age and useful life of the facilities.

The Municipal Highway Garage is located on a 4.74 acre site with one access to E. Bolivar Avenue. There are 3 buildings on the site. The main garage is broken into 2 sections – the vehicle/equipment/storage area and the multipurpose area. The multipurpose area has the mechanic's work bays, tool storage, and parts areas; the break area for employees, locker rooms, bathrooms, offices, and a mezzanine that is used for storage and a "sign shop". Also on the site is a cold storage building (pole barn) which stores equipment that is used infrequently, holiday decorations, parts that are too big for the other storage areas and other miscellaneous items. The other building is the salt shed which can hold approximately 350 tons of salt. The City purchased the site in 1972 and constructed the main garage in 1975. The pole barn was constructed in 1985 and the salt storage building was constructed between 1980 and 1985.

There are underground fuel tanks and a fuel dispensing system on the site. The underground tanks were installed in 1987 and the balance of the system was installed in 1999. There is also a wood chip bin that the City purchased in 2020 but has been on the site since approximately 1985. The site houses the only fueling station for all City departments – police, fire, and DPW.

The site is also used as a yard waste drop off center for the public. The City allows residents to bring brush, branches, leaves, and grass to the site. The City also allows residents to bring used waste oil to the site.

In 2021, the DNR performed an audit of the City's stormwater management program. Due to the audit, the City is updating its Stormwater Pollution Prevention Plan (SWPPP) for the site. AECOM is performing this work for the City. The SWPPP is to include recommendations on the handling, storage and removal of catch basin cleaning debris and street sweeping debris along with a better salt storage system. The City also needs to relocate its paint striping test area. In addition to the items from the DNR audit, DATCP is requiring the City to install sump containments under the fuel pumps and fuel supply piping.

Other issues that have come forward over the past several years include site security, exhaust systems in the building, heating of the building, electrical supply, computer/internet capabilities, break areas, secure storage of gases, and many others.



City of St. Francis

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

The City is therefore, requesting proposals from firms to assist the City in determining the needs of the Highway Department site and buildings for functionality and regulatory compliance. The study should include:

- Site layout – review placement of existing buildings for functionality of mobility and outdoor storage. Provide possible new layouts for buildings, outdoor storage, and mobility within the site including fueling and recycle center.
- Building layout – review the existing buildings (main building, pole barn, and salt storage shed) for functionality and safety. Provide recommendations on possible new building(s) size and use. This is not to be detailed plans of each building. It is an overall recommendation of if the existing buildings are meeting the current needs of the Highway Department and if not, an approximation of the size of a building or buildings that would meet that need.

The proposal should include the following:

1. Firm name, address, telephone number, fax number, and name of contact person.
2. A one-page statement of your interest in and qualifications for this project.
3. A one to two-page list of projects that are similar in scope and size to this project. Please include a contact person from the municipality listed with the project information.
4. List of staff who will work on project and, if partnering with another firm, the name of the firm and list of their staff who will work on the project.
5. A summary of expected level of effort, staff availability, and cost for the project.

The site is available for inspection Monday through Friday between 7:00am and 3:30pm. The study is to be completed by April 11, 2022.

The City is requesting that the proposals be submitted by 4pm, February 8, 2022. The Board of Public Works will review and make a recommendation on February 10, 2022. The Common Council will consider the recommendation at the February 15, 2022 meeting. The proposal should be sent in a sealed envelope to:

City of St. Francis
Attn: Melinda Dejewski, PE
3400 E. Howard Avenue
St. Francis, WI 53235

Please let me know if you have any questions.

Thank you for your interest in our project.

Melinda K. Dejewski, PE
City Engineer/Director of Public Works
City of St. Francis
414-481-2300
melinda.dejewski@stfranwi.org

ENGINEER'S REPORT FEBRUARY 2022

ROAD PROJECT REPORT

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
E. St. Francis Avenue – RR Tracks to S. KK Ave	Resurface/ Reconstruct	\$300,000	Completed in 2018	\$20,000	Finalizing plans and specifications for bidding in March. Public hearing tentative for April.
Catch Basin Repair Project	NA	\$100,000	In-house	In-house	Updating plans and specifications for March bidding.
E. Koenig Avenue Culvert Lining Project	NA	\$120,000	\$5000	In-house	Working with consultant on preliminary plans/specifications.
S. Pennsylvania Avenue- S. Whitnall to E. Howard	Reconstruct/ Resurface	\$2,000,000	\$50,000	\$50,000	Creating RFP to retain consultant for design services.
S. Kinnickinnic Avenue – E. Howard to E. Lunham	Resurface	\$800,000	\$25,000	\$30,000	Creating RFP to retain consultant for design services.

2021

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
2021 Mill and Overlay Project- Various Streets from Bottsford to Cudahy, Nicholson to Pennsylvania	Resurface	\$1,000,000	\$35,000	In-house	Project complete. Working on quantities for special assessments. Also working on punch list.

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.