

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
EDGERTON, WI**

PUBLIC WORKS COMMITTEE
Monday, June 3, 2024 at 5:45 p.m.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll Call.
2. Elect Chair.
3. Confirmation of Appropriate Meeting Notice Posted on Friday, May 31, 2024.
4. Consider Approval of April 15, 2024 minutes.
5. Consider Albion St width north of Crescent St.
6. Consider honorary street naming policy.
7. Consider honorary street designation for Ilir Banushi.
8. Consider Urban Area Boundary.
9. Consider Stoughton Road, W Rollin St and IKI Drive improvements.
10. Staff Report.
11. Adjourn.

cc: All Commission Members
Department Heads

City Administrator
City Engineer

All Council Members
Newspapers

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

"Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Public Works Committee."

**APRIL 15, 2024 PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Jim Burdick called the meeting to order at 5:46 p.m.

Present: Jim Burdick, Casey Langan and Shawn Prebil.

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser, Mayor Christopher Lund and citizens.

Flanigan confirmed the agendas were properly posted on Friday, April 12, 2024 at the Post Office, Edgerton Library, City Hall and the City's website.

APPROVE MINUTES: A Langan/Prebil motion to approve the April 1, 2024 Public Works Committee minutes passed, all voted in favor.

HONORARY STREET NAMING: Currently, the City does not have a policy regarding honorary street naming and a request has been made to add a second (honorary) name to a street in the downtown in honor of Ilir Banushi. After discussion, the Committee supported the idea of temporary signs for specific events or a one-day proclamation, rather than permanent honorary street naming. It was also agreed that upon approval, the applicant would pay for the sign. Staff will continue researching the temporary option and draft a policy.

COMPOST AND BRUSH GRINDING: The City contracts the grinding of brush/compost on a biannual basis and this year Urban Forest Services LLC provided the lowest responsible quote at an estimated total of \$7,600.

A Langan/Prebil motion to approve the brush/compost contract with Urban Forest Services LLC at the quoted rate passed on a 3/0 roll call vote.

CEMETERY IMPROVEMENTS: The City Council previously approved staff to use \$21,573 from the cemetery fund to repair/replace the iron fence at Fassett Cemetery. After reaching out to several vendors, it was determined that the fence replacement would exceed the available funds. Staff believes repairs can be made to the fence in-house at minimal cost, which would free up funds to use on other cemetery projects. Staff suggested repairing some of the roads within the cemetery and/or standardizing the street name signs. The Committee recommended fixing the signs first, then repair the roads with whatever funds are left.

STOUGHTON ROAD IMPROVEMENTS: The City's capital plan has Stoughton Rd scheduled for reconstruction in 2027, however the road is in very bad condition. Based on the cost of the project, the schedule of the City's borrowing plan, and the time of grant opportunities, the project cannot be moved up without the City and the utilities taking out additional borrowing. The Committee discussed temporary repair options such as micro-surfacing or a shallow mill and overlay, and it was agreed that repairs need to be made. Staff will continue researching options for a temporary fix on Stoughton Rd.

Being no other business before the Committee, a Langan/Prebil motion to adjourn passed, all voted in favor.

Howard Moser/mjd
Municipal Services Director

Memo

To: Public Works Committee
From: Staff
Date: 5/31/2024
Re: June 3, 2024 Meeting

Urban Area Boundary: The DOT updates the Urban Area Boundaries (UAB) for all urban areas after each census. The attached maps are the proposed UAB for Edgerton. The only real significance to the UAB is related to grant programs, either Urban or Rural STP, for which we would apply.

Staff met with officials from the Towns of Albion and Fulton and their input has been considered in the maps. The attached spreadsheet lists the changes in the UAB. The City is required to pass a resolution approving the UAB.

Albion St width: A bus driver who drops children off at the child care center at 414 Albion St (Veteran Memorial Building) is concerned about the planned narrower pavement causing congestion. Busses use the extra lane to be out of the travel lane when dropping off children. The attached sketch shows a modification to allow a drop area for busses.

Honorary street naming policy: Included in your packet is draft Honorary Street Naming policy. Policy decisions are:

- Should the city adopt a policy? If so,
- Are all designations temporary?
- How long should the sign be displayed?
- Fees?
- Proposed criteria?

Banushi temporary street designation: The Banushi's have requested an honorary street designation for Ilir Banushi for the date of the Celebration of Life event.

City of Edgerton Honorary Street Naming Policy

Policy:

The City of Edgerton has established this policy to guide decision making regarding requests for the designation of honorary street names within the community. This program enables the City to commemorate individuals, organizations or events that have made significant contributions to the community over an extended period, or those associated with the community who have made significant contributions to humanity or that have accomplished achievements of state, national or global significance.

Honorary street names, when designated, shall not alter the official names of streets within the City for addressing and emergency response purposes. Honorary street name designations shall be temporary, as provided herein, and shall be signed and displayed in a manner that clearly distinguishes them from the official street name signs provided throughout the community. The Edgerton Common Council shall, in its sole discretion, determine when, where, and for how long such designations shall occur, based on the criteria included in this policy.

Submittal Criteria and Process:

Any City resident or organization operating within the City of Edgerton may file an application to request an honorary street name designation for a City street or portion thereof. The request shall be completed on an application form provided by the City and shall include, at a minimum, the following information:

- A completed and signed application form and the required application fee (\$25) plus the per-sign fee (\$100) to cover the cost of preparing and installing the signs. The application fee is non-refundable. The per-sign fee will be refunded if the designation is not approved.
- A map showing the proposed location of the street or portion of the street being requested for the honorary street name, and the desired location of the sign(s).
- The exact desired wording and spelling of the proposed honorary street name as it would appear on the sign.
- Adequate background information and supportive facts about the individual(s), organization, event or other subject proposed for honor and their connection to the community. The burden lies with the applicant to complete the research and prepare the information needed to justify the honorary designation. Please note that an individual family tribute or business/corporation related recognition shall not qualify for designation; the designation must honor contributions to the community or humanity as described.

Upon acceptance of an application, the Municipal Services Director shall solicit comments from other City departments, including Emergency Services, and shall review the proposed honorary street name for conflicts with other street names or honorary street names within the City. A report shall be prepared for presentation to the Public Works Committee, evaluating the request against the criteria provided below, and shall include a recommendation for approval or denial of the request.

Criteria for Review:

The Public Works Committee shall review the proposal and staff report with respect to said criteria, and make a recommendation to the Common Council.

- The individual(s), organization, event or other subject of the proposed honorary designation shall have made a clearly identifiable, documented, and significant positive contribution(s) to the cultural, economic, educational, intellectual, historical, political, or scientific vitality of the community, or shall have made significant contributions to humanity or accomplished achievements recognized as being of local, state, national or global significance.
- The individual or organization shall have resided within or been located within the City for an extended period of time, or have a significant connection to the community worthy of recognition by the City.
- The individual or organization shall be known to be of good moral character and reputation.
- The proposed location for honorary designation shall be appropriately and sufficiently connected to the individual, organization, event or other item being proposed for recognition.
- The proposed designation shall not cause undo confusion for residents and visitors using the street being proposed for designation. The area proposed for honorary designation must be determined to be able to accommodate the additional signage being proposed. Locations that are already congested or that contain numerous signs may not be able to accommodate additional signage, as determined by the Municipal Services Director.

Common Council Discretion:

The Common Council, upon review and recommendation by the Public Works Committee, shall have sole discretion over the decision to authorize honorary street name requests. Honorary street names shall be temporary (1 month) unless specified otherwise by the Council.

Design and Display:

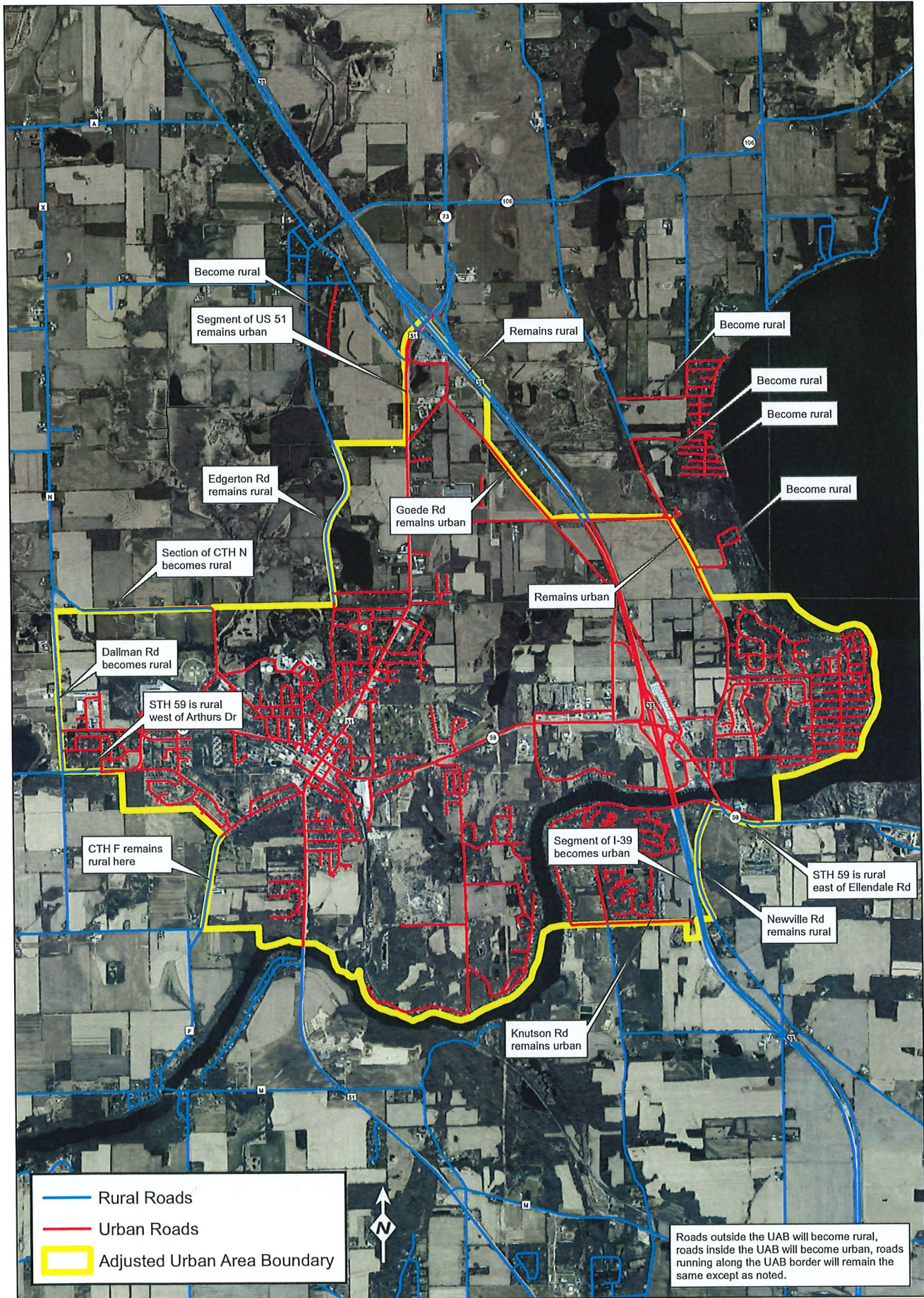
If approved, honorary signs shall follow a design template provided by the Public Works Department to ensure consistency and avoid confusion among residents as to the official name of a particular street. Unless an alternative design and location is approved by the Common Council for any particular sign, honorary street signs shall conform to the following standards:

- Signs shall be displayed on existing sign posts shared with the official street name sign to avoid confusion and uncertainty about the official name of the street in question, particularly for emergency situations;
- No more than one honorary sign shall be displayed per intersection;
- The sign(s) shall have a maximum sign size of 6"x30" and shall not overshadow the official street name sign and to avoid confusion among residents and visitors.
- While an applicant may express a desire for the specific location of proposed signs, the specific placement shall be determined by the Municipal Services Director or designee, based on appropriate standards and site conditions.
- All temporary signs will become the property of the nominator after the display period.

Edgerton Urban Area

(Adjusted Urban Area Boundary)

DRAFT



— Rural Roads
— Urban Roads
 Adjusted Urban Area Boundary

0 0.25 0.5 1 1.5 2 Miles

Roads outside the UAB will become rural, roads inside the UAB will become urban, roads running along the UAB border will remain the same except as noted.

Population (2020): 8,360
 Housing Units: 4,277
 Map Date: 04/25/2024

Edgerton Urban Area

Questions/Comments for Proposed Urban Area Boundary Adjustment Based on 2020 Census			
Number	Note/question	Region note/comment	Local note/comment
1	Should segment of STH 59 be urban or rural?	? Looks like future rural residential outside City limits-Could go either way, probabl out	rural
2	Keep segment of CTH F rural?	future planned neighborhood area- on both sided of F-stay the way it is	rural
3	Keep segment of Newville Rd rural?	yes-looks like buffer space	rural
4	Keep segment of STH 59 rural?	? Seem natural area and some rural residential-probably yes	rural
5	Include this development?	Rural Residential-probably not unless growth slated	no
6	Should any of this rural area be excluded?	looks like planned mixed use and interstate planning area-depends on gtrowth expectation in next 10 yrs	no
7	Designate I-39 interchange as rural	no-urban	yes
8	Exclude this rural area?	yes, exclude	yes
9	Within City of Edgerton boundary	I don't think so-outside?	urban
10	Make segment of CTH N urban or rural?	rural in nature	rural
11	Within City of Edgerton boundary	outside from should be rural	urban
12	Make segment of Dallman Rd urban or rural?	rural	rural

Final Determination

Stoughton Road, W Rollin Street, and IKI Drive

Background:

For several years, the City has been seeking grant funding to assist with the reconstruction of the streets and utilities for three very expensive projects: IKI Drive; W Rollin St (from Albion to Head Street); and Stoughton Road. The City has applied twice to a bi-annual LRIP state-wide competitive grant to resurface IKI Drive and was not awarded a grant. The City has been pursuing a CBDG PF grant for Stoughton Road reconstruction and W Rollin Street sewer, water and street reconstruction for several years.

The CBDG PF program is a grant program that provides 2/3 funding up to a million-dollar grant for street, sewer, water and storm sewer. To be eligible, the city has to undertake an income survey of the residents in the project area and the survey must determine that at least 51% of the residents are low to moderate income. An income survey of Stoughton Road only would certainly meet the income threshold as the residents of the two senior facilities on Stoughton Road are considered low to moderate income. The City has combined the W Rollin Street project with the Stoughton Road project in the income survey in attempt to get grant funding for the very expensive sewer and water infrastructure in Rollin Street.

The last income survey that included both Stoughton Road and W Rollin St was just short of meeting the program income requirements and, if another survey were conducted, it would likely be very close again. Please note, recent conversations with the Care Center on Stoughton Road indicate that they plan to pursue the construction of a new senior housing development. If that were to happen, there should be no question that the income survey would be successful for a combined area of Stoughton Road and W Rollin St. If this area becomes eligible for the CBDG program, the City could file an application each year for five years using the same income survey. This program is one of the few that provides grant funding for sewer and water infrastructure. Obtaining a CBDG grant would be very beneficial for the city and the utilities. The CBDG grant program is competitive. For example, in the last round about 50% of the applications were funded.

Without some grant funding for at least one of the three projects (IKI, Stoughton Road, and W Rollin St), it will not be possible to complete the projects within the next three years without an increase in borrowing. The analysis below assumes no increase in borrowing. If the Committee and Council wish to pursue increased borrowing, additional analysis will be required.

Option #1 - Resurface Stoughton Road in 2024: Funding for this could come by delaying the second phase of Albion Street until 2026 (this project is scheduled for 2025) AND by using all of the capital surplus funds. Or we could use some capital surplus and \$200,000 from 2024 road budget.

Advantages:

- Completes long-term upgrade to Stoughton Road in 2024

Disadvantages:

- Eliminates the possibility of getting a CBDG grant for Stoughton and W Rollin.

- Depletes all capital surplus funds or pushes back smaller projects planned for the 2024 road budget (i.e Elm High).
- Albion Street is delayed until 2026

Option #2 - Overlay Stoughton Road in 2024. Put a temporary 1 ½” asphalt mat (may last 5-7 years) on Stoughton Road in 2024 for \$80,000 with a reconstruction in 2029 (estimated). Funding for the asphalt mat would come from the 2024 streets budget.

Advantages:

- Have an improved driving surface for Stoughton Road in 2024
- Still have an opportunity to apply for CDBG funding
- Albion Street completed in 2025
- Does not deplete capital surplus

Disadvantages:

- Does not make a “permanent” improvement to Stoughton Rd
- Delays the resurfacing of Elm High Drive

Option #3 - Do nothing to Stoughton Road in 2024: DPW crews would continue to patch the street until 2026, when we either receive a CDBG grant or we have funds from the next borrowing.

Advantages:

- No funds are spent on a temporary fix
- Still have an opportunity to apply for CDBG funding
- Albion Street completed in 2025
- Does not deplete capital surplus
- Does not delay smaller street projects

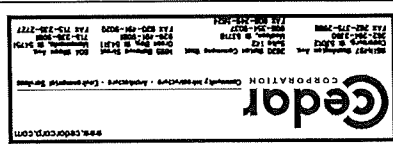
Disadvantages:

- Leaves Stoughton Road in declining condition

W Rollin Street: If the city selects option #1 to reconstruct Stoughton Road, the soonest W Rollin Street could be reconstructed is 2027. If the city selects option # 2 to mill and overlay Stoughton Road, Rollin Street could be reconstructed in 2026 (may have to be 2027 if we get a CDBG grant). If the Committee believes the street condition is unacceptable without some improvement, W Rollin could also be milled and overlaid with a 1/1/2” mat for approximately \$40,000 in 2024.

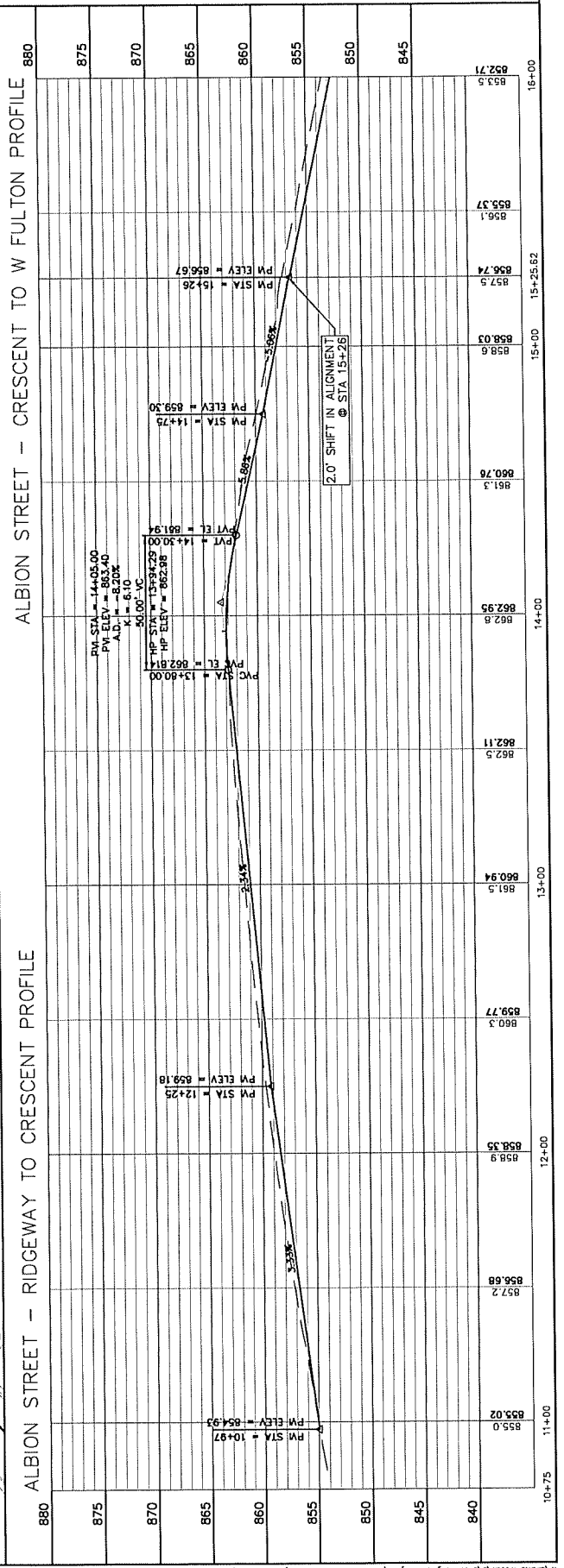
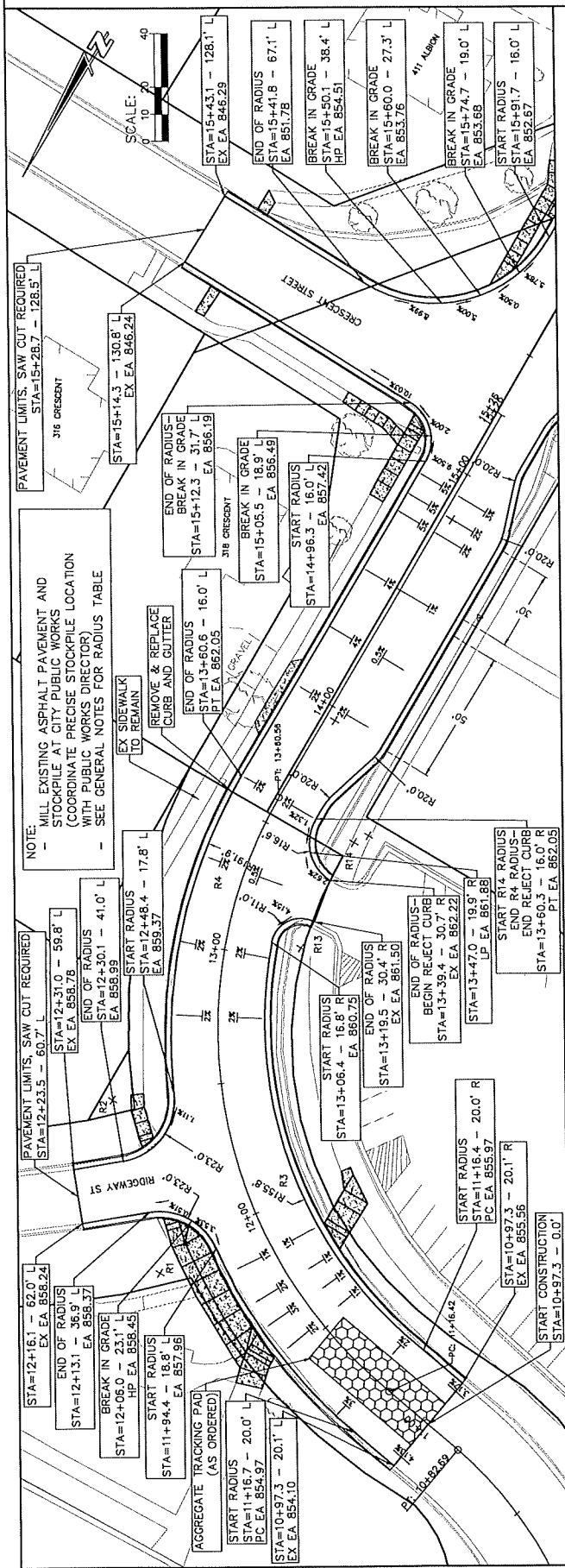
IKI: The soonest we could reconstruct IKI in 2027, or possibly 2026.

JOB NO. 4894-XXX
 DRAWN BY JCB
 CHECKED BY JCB
 DATE 1/15/14
 XXXXX
 RECORDS
 REFERENCE FILE
 DRAWING FILE
 LOGSHEET



CITY OF EDGERTON
 ALBION STREET (PHASE 2)
 UTILITY AND STREET IMPROVEMENTS
 PAVEMENT PLAN AND PROFILE

SHEET NO.
 10 of 44



10+75 11+00 12+00 13+00 14+00 15+00 15+25.62 16+00