

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

PUBLIC WORKS COMMITTEE
Monday, January 13, 2025 at 6:15 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. Confirmation of Appropriate Meeting Notice Posted on Friday, January 10, 2025.
3. Consider Approval of June 3, 2024 minutes.
4. Consider Albion St Phase 2 and other capital projects funding.
5. Consider 2025 capital equipment.
6. Consider driveway apron material standards.
7. Staff Report.
8. 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."

**JUNE 3, 2024 PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Jim Burdick called the meeting to order at 5:49 p.m.

Present: Jim Burdick, Michelle Crisanti and Shawn Prebil.

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

ELECT CHAIR: A Prebil/Crisanti motion to nominate Jim Burdick as chair passed on a 3/0 roll call vote.

Loveland confirmed the agendas were properly posted on Friday, May 31, 2024 at the Post Office, Edgerton Library, City Hall and the City's website.

APPROVE MINUTES: A Prebil/Crisanti motion to approve the April 15, 2024 Public Works Committee minutes passed, all voted in favor.

ALBION ST WIDTH NORTH OF CRESCENT ST: Flanigan stated 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. A map illustrating a proposed modification to allow a drop area for busses was included in the packet.

The Committee suggested placing cones in the area to see if the proposed size of the bus drop off modification will suffice.

HONORARY STREET NAMING POLICY: Staff provided a draft Honorary Street Naming policy and the Committee discussed the proposed guidelines. The Committee agreed that honorary signs should be temporary and the signs could be displayed a maximum of 30 days. Staff will check with the Department of Transportation (DOT) to see if the temporary signs will be allowed on Fulton and/or Main St and adjust the policy if necessary. The Committee agreed that the \$25 application fee and \$100 sign fee is sufficient. Additionally, it was confirmed that the temporary street signs will be given to the nominator after being displayed.

A Prebil/Crisanti motion to approve the proposed honorary street naming policy with the clarification that the signs be displayed no more than 30 days passed on a 3/0 roll call vote.

HONORARY STREET DESIGNATION FOR ILIR BANUSHI: A Crisanti/Prebil motion to approve an honorary street designation for Ilir Banushi for the June 22nd event passed on a 3/0 roll call vote.

URBAN AREA BOUNDARY: The DOT updates the Urban Area Boundaries (UAB) for all urban areas after each census. The significance of the UAB is related to which grant programs the City would apply for, either Urban or Rural STP. Staff met with officials from the Towns of Albion and Fulton to review the UAB map. The draft map and list of proposed changes were included in the meeting packet.

A Prebil/Crisanti motion to approve the Urban Area Boundary as presented passed on a 3/0 roll call vote.

STOUGHTON ROAD, W ROLLIN STREET AND IKI DRIVE IMPROVEMENTS: 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 St) and Stoughton Rd. Thus far, the City has not been awarded grant funding for the projects. To be eligible for the CDBG PF grant program, 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. The last income survey that included both Stoughton Rd and W Rollin St was just short of meeting the program requirements. Recent conversations with the Care Center on Stoughton Road indicated that they plan to construct a new senior housing development, however that project has not started yet. If the project were to happen, the income survey would more than likely be successful for the Stoughton Rd and W Rollin St area. If the area became eligible for the CDBG grant, the City would file an application each year for five years using the income survey data.

Without some grant funding for at least one of the three projects (IKI, W Rollin St and Stoughton Rd), it will not be possible to complete the projects within the next three years without an increase in borrowing. The Committee reviewed three project options that would not result in an increase in borrowing.

Option #1: Resurface Stoughton Road in 2024. This option could delay the second phase of Albion St until 2026 (the project is currently scheduled for 2025) and the City would have to spend a significant portion of the capital surplus funds/2024 road budget. It would also eliminate the possibility of getting a CDBG grant for Stoughton Rd and W Rollin St.

Option #2: Overlay Stoughton Rd in 2024. This option includes putting a temporary 1 ½" asphalt mat (may last 5-7 years) on Stoughton Rd in 2024 for \$80,000 with a reconstruction in 2029 (estimated). Funding would come from the 2024 streets budget. Option #2 would not delay the 2025 Albion St project and would leave an opportunity to apply for CDBG funding. This option would not be a permanent improvement to Stoughton Rd.

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

Staff mentioned there is also an option for W Rollin St to be milled and overlaid with a 1 ½" mat for approximately \$40,000 in 2024.

A Prebil/Crisanti motion to approve option #2: the mill and overlay of Stoughton Rd, along with the mill and overlay of W Rollin St passed on a 3/0 roll call vote.

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

Howard Moser/mjd
Municipal Services Director

Memo

To: Public Works Committee
From: Staff
Date: 1/9/2025
Re: January 13, 2024 Meeting

Albion St Phase 2 bid award: The award of the bid for the second phase of the Albion Street reconstruction project (W Rollin St to Ridgeway St) is on the next Council agenda. The project is considerably more expensive than the estimates used in the preparation of the 2025 budget. Below is a summary of the plan for finance included in the 2025 budget and alternatives to fill the project funding gap.

Plan in 2025 Budget

- Project estimated cost: \$400,000
- Source of Funds: \$325,000 from 2022 borrowing and \$75,000 from street budget
- Cost based on bid: \$570,315
- Shortfall: \$170,315

Options to fund Albion Street:

#1 - Use Washington St allocation: The 2025 budget includes \$314,057 for street maintenance. Of that, \$75,000 was allocated to Albion Street and \$135,000 was allocated to Washington Street (Washington St is the planned 2026 street project) leaving \$104,057 for street projects in 2025. The Council could use the \$135,000 planned for Washington Street to fund Albion St. This would result the following funding plan: \$200,315 from the 2025 budget for Albion St and \$370,000 available from the 2022 borrowing to fund Albion St leaving \$113,742 for 2025 street projects. (Please note the estimated amount of funding available from the 2022 borrowing has increased from \$325,00 to \$370,000 based on final estimates for Quigley and Albion phase 1 projects.)

#2 - Use 2025 Street budget and retain Washington St allocation: The Council could use \$179,057 of the \$314,057 street budget for Albion, continue to allocate \$135,000 for Washington Street, and use \$21,258 of capital surplus. This would leave no preventative maintenance capital funding for 2025. (Note: Each year the budget contains \$23,000 in operating accounts for materials cost for road patch, etc.)

#3 – Use capital surplus: This option would include using \$75,000 from the 2025 street budget, \$370,000 from the 2022 borrowing and \$125,315 in capital surplus. This scenario would leave the \$135,000 for Washington St and \$104,057 for 2025 street maintenance. Estimated balance of the capital surplus fund at the end of 2025 will be \$300,000.

Options for Washington Street:

The 10-year Capital Improvements Plan adopted in the budget process assumed the majority of the Washington Street would be funded with the annual 2025 and 2026 street budget with a need to use some capital surplus funds. However, based on Albion Street bids, the estimated cost of Washington St is now \$465,000 which is \$45,000 higher than the estimated at budget time.

Additionally, it is unlikely that the Council will be able to continue to budget more than \$300,000 annually for streets given the anticipated increase in FD operating costs of more than \$100,000 annually. These conditions will make

it more difficult to use annual funds to pay for a portion of larger street projects which puts more pressure on borrowed funds.

One solution to pay for Washington Street would be to use funds from the 2027 borrowing. To retain the Council's objective of not exceeding an annual debt services payment of approximately \$600,000, the City's 2027 borrowing will be limited to an estimated \$1,550,00 to cover projects for 4 years. (See attached plan for 2027 borrowing). Given the increasing cost of capital projects, it will become more difficult to complete a large reconstruction project every year without increasing debt service payments. If the Council determines that it is best for the City to not increase debt service costs; fund Washington Street with borrowed funds; and maintain as much funding as possible for street maintenance, then some capital projects will have to be delayed.

Driveway apron materials: Section 450-35 requires access approach areas within the ROW be paved with a hard all-weather surface which is defined as asphalt, concrete or pavers. The City traditionally replaces and pays for concrete aprons as part of street reconstruction projects. Does the City want to change the definition for acceptable materials for aprons to allow concrete only? If so, would concrete be required for new driveways only or also for the replacement of existing asphalt or gravel aprons. The City tries to promote having property owners pave existing gravel approaches since it greatly reduces gravel in the street and curbs. If concrete approaches are more expensive than asphalt, a requirement that replacement aprons be concrete may reduce the number of aprons that are upgraded to a hard surface.

Albion St Phase 2

2025 Budget

Estimated Cost	\$400,000
Source of Funds	
2022 borrowing	\$325,000
2025 street budget	\$75,000
Bid Cost	\$570,315
Shortfall	\$170,315

Albion Options

#1 - Use Washington St allocation in 2025 budget

2025 street budget	\$	200,315
2022 borrowing	\$	370,000
Washington Street allocation	\$	-
Available for 2025 street maintenance *	\$	113,742

#2 - Use 2025 street budget

2025 street budget	\$	179,057
2022 borrowing	\$	370,000
Capital Surplus	\$	21,258
Washington Street allocation	\$	135,000
Available for 2025 street maintenance *	\$	-

#3 - Use Capital Surplus

2025 street budget	\$	75,000
2022 borrowing	\$	370,000
Capital Surplus	\$	125,315
Washington Street allocation	\$	135,000
Available for street maintenance*	\$	104,057

*\$23,000 additional in operating budget for street repair materials

Washington Options

2025 budget estimate	\$	420,000
Estimated cost based on Albion St bids	\$	465,500

#1 - No 2025 street budget allocation for Washington St

2025 street budget	\$	-	
2026 street budget	\$	200,000	predicted total budget is \$200,000
Capital surplus or 2027 borrowing	\$	265,500	predicted balance end of 2025 \$300,000
Available for street maintenance*	\$	-	

#2 - 2025 street budget allocation for Washington St

2025 street budget	\$	135,000
2026 street budget	\$	150,000
Capital surplus or 2027 borrowing	\$	180,500
Available for street maintenance*	\$	50,000

2027	Total Amount Borrowed		\$	1,550,000		
	2026	PD parking lot	\$	-	\$	88,640 TIF
	2026	Pool painting			\$	60,000 2026 tax levy
	2026	Washington Street*	\$	-	\$	465,000 2025 and 2026 tax levy, \$135,000 cap surplus
	2027	IKI	\$	800,000	\$	-
	2027	Gear, Tower and Artisan	\$	208,487	\$	500,000 STP Local
	2028	Dean St			\$	100,000 2028 tax levy
	2028	Stoughton RD (IKI -Head)	\$	-	\$	536,000 CDBG, 2027 tax levy, cap surplus
	2027	Plow truck	\$	155,000		
	2028	W Rollin (Head to Albion)*	\$	-	\$	281,400 CDBG, 2027 tax levy, cap surplus
	2028	Hemphill (west section)		0	\$	50,073 2028 tax levy
	2027	St Joes		0	\$	75,980 2027 tax levy
	2027	Crescent and Ridgeway*	\$	363,491	\$	- borrowing
		Available	\$	24,008		

Memo

To: Public Works Committee

From: Staff

Date: 1/6/2025

Re: 2025 Budget Items

Staff is proposing removing a few items from the 2025 budget in order to replace our current bucket truck which was not included in the 2025 Budget. Following an inspection in December, the bucket truck was placed out of service due to having 50 deficiencies. The preliminary estimated cost to repair all deficiencies is \$15,252. Staff believes the actual repair cost will be higher due to a few items needing to be inspected further before determining if there are additional deficiencies. Given the age and condition of the bucket truck staff does not recommend we repair the truck.

Staff recommends the bucket truck as a higher priority than some items included in the 2025 budget. To fund the purchase of a bucket truck, the following items could be removed from the 2025 budget: Cemetery Truck \$60,000, Loader Bucket \$25,000, and Salt/Sand Spreader \$6,000 for a total of \$91,000. If the Cemetery truck is not replaced this year, it will need to be replaced next year. Staff will not request to include the other two items in future budgets.

Items to be sold: Auction the current bucket truck, \$7,000. Auction Ex Mark mower with blown motor, \$3,000.

Total available for items removed and auctioned: **\$101,000.**

Staff researched the type and availability of bucket trucks and found a used 2019 bucket truck from Pettit Trucks for \$65,000.

If this truck were purchased, it would leave \$36,000 to put towards the cemetery truck in either 2025 or 2026.

Cost of a new Ford F350 4x4 dump truck: \$72,000.

Estimated trade in value of current cemetery truck: \$10,000.

Purchasing a new cemetery truck in 2025 would require an additional \$26,000 of funding.