

JOINT MEETING OF THE CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE AND PLAN COMMISSION

Date of Meeting: December 10, 2015, at 5:30 p.m. in the Council Chambers of City Hall.

Members Present: **Capital Improvements and Street Maintenance Committee:**
Rasmussen, Mielke, Gisselman, Kellbach, Abitz
Plan Commission:
Mayor Tipple, Lindman, Oberbeck, Gisselman, Atwell

Also Present: Jacobson, Lenz, Wesolowski, Gehin

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Noting the presence of a quorum, at approximately 5:30 p.m. Chairperson Rasmussen called the meeting of the Capital Improvements and Street Maintenance Committee to order; and Mayor Tipple called the meeting of the Plan Commission to order.

Discussion and possible action on petitions for annexation from the Town of Maine:

- A. **Witter (petitioner) – territory bounded by Hwy. U, N. 28th Ave., N. 36th Ave., Overlook Dr.**
 - B. **Waldvogel (petitioner) – territory bounded by CTH K, Merrill Ave., N. 28th Ave., Decator Dr.**
 - C. **Schnelle (petitioner) – territory bounded by Merrill Ave., Overlook Dr., Hwy. K**
 - D. **Back Forty Properties LLC (petitioner) –bordering N. 14th Ave., north of W. Cassidy Dr.**
 - E. **Thorson (petitioner) – bounded on east by Westwood Dr., north of city limits**
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Lenz stated there have been five different petitions from property owners for direct unanimous annexation. The land is contiguous to the City of Wausau. All of the petitioners are requesting to become a part of the City. The City is not bringing anyone in through another type of annexation. The purpose is to give the land owners more options in the future in terms of potentially requesting City sewer and water services for future development. Staff recommends approval.

Capital Improvements and Street Maintenance Committee: Mielke moved to approve the petitions from Witter, Waldvogel, Schnelle, Back Forty Properties LLC, and Thorson for annexation from the Town of Maine. Kellbach seconded.

Abitz questioned if the petitions were related to the Town of Maine merging with Brokaw and related debt. Rasmussen recalled from past discussions at CISM that it has been a foregone conclusion that these parcels at the time of sale or development would likely annex as other parcels have when sewer and water is needed. They will not develop for commercial purposes with a well and septic. Lenz stated he does not know all of the reasons for petitioning other than to become a part of the City for future expansion. The timing is due to the recent Town of Maine referendum and not knowing exactly when that is going to be official. Abitz stated in the past it was indicated that the City was trying to steal property. Her understanding is petitioners want to annex to the City because of water and sewer. Rasmussen added that the City of Wausau does not panhandle for annexations. These residents approached the City and the City is now obligated to act upon those petitions. Mayor Tipple noted that one other aspect driving the hastiness of this is that property owners located within a township can petition to annex but Villages cannot.

There being a motion and a second from the Capital Improvements and Street Maintenance Committee, motion to approve the petitions from Witter, Waldvogel, Schnelle, Back Forty Properties LLC, and Thorson for annexation from the Town of Maine carried unanimously 5-0.

Plan Commission: Gisselman moved to approve the petitions from Witter, Waldvogel, Schnelle, Back Forty Properties LLC, and Thorson for annexation from the Town of Maine. Oberbeck seconded and the motion carried unanimously 5-0.

Adjourn Plan Commission

Atwell moved to adjourn the Plan Commission meeting. Oberbeck seconded and the motion carried unanimously 5-0. Plan Commission adjourned at 5:35 p.m.

Approve minutes of the November 12, 2015 meeting

Mielke moved to approve the minutes of the November 12, 2015 meeting. Kellbach seconded and the motion carried unanimously 5-0.

PUBLIC HEARING: Discussion and possible action on petition to vacate a portion of 77th Avenue

Rasmussen invited those in attendance who wished to speak regarding the proposed vacation to come to the podium and give their name and address for the record. After asking three times, no one appeared and the public hearing was closed.

Gisselman moved to approve the petition to vacate a portion of 77th Avenue. Kellbach seconded and the motion carried unanimously 5-0.

Discussion and possible action on Amendment #1 to the Real Estate Services Contract for right-of-way property acquisitions required related to the Thomas Street Project

Lindman stated this amendment is for Phase 2 for property acquisitions on Thomas Street. Phase 1 was for the 24 parcels that needed total acquisitions. Phase 2 will include the partial takings as well as Temporary Limited Easements (TLE). The original cost of the contract was \$276,625. This amendment would increase that amount \$77,450 for a total contract amount to date of \$354,075. The plat map and relocation order have been approved, which gave an understanding of which properties will need partial takings and where TLE's will be needed. MSA will be working through that process under this amendment. The total acquisitions are already in process. Lindman pointed out that additional costs will likely come forward because of property owner's rights. Owners can request their own appraisals, which the City will have to pay for. Those appraisals will then have to be reviewed at a cost to the City. Therefore, it is likely there will be additional amendments for costs that are unknown at this time.

Gisselman moved to approve Amendment #1 to the Real Estate Services Contract for right-of-way property acquisitions required related to the Thomas Street Project. Abitz seconded.

Abitz questioned if this amendment was only for properties requiring full acquisition or if it included the additional five properties to be taken. Lindman explained that the five additional properties were included in the 24 parcels covered under Phase 1. Phase 2 would cover strip takings and TLE's. For the five properties Abitz referred to, an appraisal will be done for a full taking along with an appraisal for just a strip taking with those costs to be compared.

Gisselman questioned why the strip takings and TLE's were not included with the original contract. Lindman explained that the strip takings and TLE's were not finalized at the time of the original contract and staff wanted to begin the process for the full takings. Glen Spiech, MSA, stated the details of the right-of-way plat are still ongoing and he anticipates there will still be changes to the right-of-way. There are issues with new federal standards regarding handicap ramps that need to be analyzed to see how they fit. When MSA first started this contract, the push was to get started. The only items that were set at that point were the 16 residential, 3 commercial, and the 5 properties in question. AECOM did not have a right-of-way plat at that time. Therefore a contract was executed for the properties known to be purchased. When enough detail was compiled for the remaining 42 parcels along the project, a right-of-way plat was completed. The plat and relocation order were approved and then MSA knew what had to be acquired. They cannot quote something if

they do not have a right-of-way plat outlining what needs to be acquired. There is a chance that some of the 42 parcels in Phase 2 will be changed. In the amendment for Phase 2 there are some contingencies depending upon when AECOM resolves issues. It is unusual to have the contract in phases like this, but it was the only way to get the process moving without the final design and keep on track for the April 2017 deadline. Appraisal inspections have been completed on Phase 1 along with several of the relocation interviews. Phase 2 is less complicated and will not be as time consuming. Speich clarified that the concept of the design was voted upon but now AECOM has to look at if the handicap ramps will fit on the corners without having to acquire additional property. Those issues do not affect the concept that was approved. Lindman added that under this amendment, MSA has asked for any revisions to the plat be completed by February 1, which would mean the design plans will have to be completed.

There being a motion and a second, motion to approve Amendment #1 to the Real Estate Services Contract for right-of-way property acquisitions required related to the Thomas Street Project carried unanimously 5-0.

Discussion and possible action on an extension of an easement agreement for the parking lot lease with Wausau Chemical

Lindman explained that Wausau Chemical has had an easement for a portion of City property on the south side of their lot which is used for employee parking. The existing easement is for 10 years and will expire in 2019. Wausau Chemical is asking for an extension of 10 years as they are proposing improvements and would like to insure they will have parking available.

Mielke moved to approve an extension of an easement agreement for the parking lot lease with Wausau Chemical. Abitz seconded and the motion carried unanimously 5-0.

Discussion and possible action on the installation of a street light near 3713 Maple Ridge Road

Lindman has been working with WPS on a request received for a street light near 3713 Maple Ridge Road. The cost for installing a light in this location would be a minimum of \$3,900. Along with the cost, this would require an easement and removal of private property bushes from another property. Due to the cost, staff would recommend putting this request on hold. Staff could look at the 2016 budget to see if it would be feasible.

Abitz questioned if the resident was looking for the light installation at this time, or if this item could be brought back. Lindman stated initially they wanted the light as soon as possible, but the earliest the installation could happen is spring. Rasmussen feels street lighting requests are less of an issue between spring and summer as it does not get dark as early.

The committee agreed by consensus to defer action until more information is received.

Discussion and possible action on the installation of a street light at Woodlawn Road and Ashland Avenue

Rasmussen noted that a street light could be installed at this location on an existing pole. Lindman added that even if the pole needs to be replaced, WPS does not feel there would be a cost to the City for the replacement. There may be a small cost for a meter drop and the City would be responsible for the electrical cost. This area meets the criteria for the City to install a light and the upfront costs would be less than \$100 according to WPS.

Kellbach moved to approve the installation of a street light at Woodlawn Road and Ashland Avenue. Mielke seconded and the motion carried unanimously 5-0.

Discussion and possible action on design modifications for 2nd Avenue from Stewart Avenue to Elm Street and Clark Street from 2nd Avenue to the cul-de-sac

Rasmussen reminded the committee that based upon the material selected for the unique design; the costs for the project were expensive. Staff was directed to go back to see if there were less expensive but aesthetically pleasing materials available. Wesolowski explained that staff worked with GRAEF to pare down the design. However, staff would like to move forward with a phased approach with reconstruction of 2nd Avenue in 2016 as the first phase and defer Clark Street to a second phase. An owner of several properties on Clark Street is looking at redevelopment and changing the dynamics of the area. If Clark Street is reconstructed, it may limit his options. Lenz further explained that the owner is looking to purchase the only other property on Clark Street that he does not currently own. Redevelopment of the area could potentially require vacation of Clark Street. Delaying Clark Street a year would allow redevelopment plans to be worked out and would be one way to meet the budget for 2nd Avenue. Wesolowski stated the intent would be to reconstruct 2nd Avenue next year with the originally proposed materials and amenities. Rasmussen does not have a problem with the phased approach, but the stakeholders are sensitive to the fact that nothing has been happening. She does not want Clark Street to be eliminated entirely because of the perception. The perception of a lot of the stakeholders on that side is that the transformation on the east side was dramatic and a serious public private partnership. On the east side, we have been willing to do everything from shifting, borrowing and forming TID districts to get it done. She does not want anyone on the west side to feel that the City has downgraded their project. If a phased implementation moves forward whether or not the property owner on Clark Street makes a move, she would like to see the second phase get followed through on and have similar aesthetics to 2nd Avenue.

Abitz stated the Parking & Traffic Committee would like to move forward with the project so spots can be striped for Eastbay. Wesolowski stated design plans are mainly completed. If materials would be changed there would be redesign. He spoke with WPS last week and they are onboard to get utilities buried in spring. Mielke noted that at this point as long as the project is followed up on a phased approach would be alright. The constituents just want the project done.

Gisselman stated the cul-de-sac on Clark Street is also used by merchants on 1st Avenue for parking. Lenz explained the City purchased property from the DOT to make the cul-de-sac. A condition from the DOT was for it to be maintained for public use. If vacated, there is public parking that will need to stay in some form. Rasmussen added that a lot of the appeal of the project was the public market space along Clark Street. Gisselman noted that a new look of Clark Street would provide visual appeal off of Stewart Avenue. Lenz explained that Stewart Avenue will be repaved next year. With 2nd Avenue reconstruction and Stewart Avenue improvements there will be a lot happening in the area next year, even without Clark Street. Originally he was not in favor of delaying the project since it already has been delayed, but he would rather keep the higher quality of the project than dilute it. Rasmussen feels if the original vision can be achieved by completing the project in two phases rather than one, the end result would be more pleasing to the residents.

Abitz questioned if Clark Street would be reconstructed to 4th Avenue. If the project is delayed, The Store gas station will be completed and there may be a new traffic flow in the area. Rasmussen does not believe that area of Clark Street was in the project limits. Wesolowski stated that Clark Street is in poor shape up to 4th Avenue. The project could be brought back to include a larger portion of Clark Street.

Abitz moved to defer Clark Street from 2nd Avenue to the cul-de-sac to 2017 and complete 2nd Avenue from Stewart Avenue to Elm Street in 2016. Gisselman seconded.

Gisselman questioned if this portion of Clark Street is in place for the 2017 budget. Wesolowski replied no and there would have to be an amendment to include this in the TIF for 2017. Gisselman questioned if money would be saved in the 2016 budget by not completing Clark Street. Wesolowski explained that with all of the amenities for this project, the project is over budget and both 2nd Avenue and Clark Street could not be

completed under the existing budget. Staff looked at using a lower quality material or removing an amenity from the project. The project can be completed without changing amenities and within budget if only 2nd Avenue is completed. Mielke asked if there is a guarantee that Clark Street will be in the 2017 budget. Rasmussen replied it would have to survive CISM, Finance and Council. Abitz stated all Council members are aware of how 2nd Avenue is proposed to be developed; however, a new Council may be in place at that time. Rasmussen indicated education will be needed to bring all Council members up to speed. Wesolowski stated several things could be done to reduce the budget if the committee would like to move forward with reconstruction of both streets. There are a lot of amenities that could be cut back to get within budget and complete both streets. Mielke feels that would defeat the concept. Rasmussen believes the most forward thinking approach is to do 2nd Avenue as proposed and then Clark Street the following year.

There being a motion and a second, motion to defer Clark Street from 2nd Avenue to the cul-de-sac to 2017 and complete 2nd Avenue from Stewart Avenue to Elm Street in 2016 carried unanimously 5-0.

Discussion and possible action on preliminary traffic calming measures for Kent Street from Grand Avenue to Zimmerman Street

Rasmussen recalled that there was a request from Parking & Traffic to look at how to slow traffic down when streets are reconstructed. Gehin stated in 2016 Kent Street will be reconstructed from Zimmerman Street to Grand Avenue. This street is more of a collector than a local street serving approximately 1,000 vehicles a day. Traffic counters were recently put out to collect speeds. Staff was surprised to learn that for the most part, people are obeying the speed limit in this section of roadway. The average speed was 25 MPH with 85% of vehicles driving at 30 MPH or below. However, staff is proposing to place curb bump outs east of Zimmerman, between Mount View Boulevard and Elmwood Boulevard, and between Oakwood Boulevard and Emerson Street. In these areas the roadway would be narrowed to two 10' lanes with 25' from back of curb to back of curb. In the other sections of roadway, staff is proposing a 33' wide roadway that would consist of two 14' lanes in each direction with 30" curb and gutter. This would be a continuation of the design of Sturgeon Eddy Road. The concept will be brought to the Southeast Neighborhood Group for input. Rasmussen stated this is not different from other streets so it should not increase time needed or hinder snow removal. Gisselman asked if this was an opportunity to build in dedicated bicycle lanes. Rasmussen feels that is a good idea as that district is heavily biked and walked. Gehin indicated the bump outs would not help with bicycle lanes. Currently the roadway is 37' from back of curb to back of curb with two 16' lanes in each direction, which accommodates bicycles. Narrowing the roadway to 33' with two 14' travel lanes would also allow for bicycle lanes. Gehin stated this is a straight, wide roadway currently. Before the traffic counters were placed, staff believed traffic was speeding, which is why traffic calming measures were proposed. The bump outs do not promote bicycle lanes because of the narrowing of the roadway. Gisselman questioned if bicycle lanes could be incorporated in the design rather than bump outs. Abitz stated most residents have one car garages with limited parking. There are issues with parking on the street and buses unable to get through. If bicycle lanes are marked, parking will be taken away from the home owners and they will not be able to have visitors. She added that residents have mentioned when family members come home they have to park on the grass. Rasmussen also does not want to mess up parking for the Balloon Rally. Rasmussen asked what the width of the boulevards is and if there was a chance to increase the sidewalk width for a shared sidewalk. Gehin stated there is sidewalk on both sides of the street. A wider sidewalk could be built, but walk would have to be removed from one side of the street. Typically 8' to 10' is needed for a multi-use path. This would be expensive and was not included in the budget. Lenz suggested having the Bicycle Pedestrian committee review the plans and noted that a couple members of that committee reside on the southeast side.

Andy Lynch, who is the transportation planner for Marathon County, member of the Bike Ped Committee and resident on the southeast side, thanked Gisselman for his enthusiasm. He noted that Kent Street is not a street that needs bike lanes as it has a low traffic volume and low traffic speed. He added that the existing condition of the street may be keeping the traffic speed down and if reconstructed as is the speed may increase. He personally avoids the area because of the condition. Lynch feels reconstructing the street similar to Sturgeon Eddy is a great idea. A street with a traffic volume of 1,000 vehicles a day is considered a neighborhood street

and would not require bicycle infrastructure. Abitz questioned bicycle use in relation to cars parked on the street. Lynch informs bicyclists not to hug the curb but rather take their place in the lane, that way bicyclists avoid parked vehicles. Wesolowski stated there would have to be no parking where the bump outs are placed. Most residents would have parking on the side street. Rasmussen added that in terms of visibility vehicles should not be parked up to corners.

The committee agreed by consensus to defer action until staff has met with the neighborhood group for input.

Discussion and possible action on the proposed roadway width of Chicago Avenue from North 2nd Street to the dead end east of North 9th Street

Gehin explained that Chicago Avenue from 2nd Street east to the dead end will be reconstructed in 2016. Staff is proposing to narrow the roadway in places. Currently the width varies from 35' to 31' wide. The minimum standard is 33' from back of curb to back of curb, which allows for two 14' lanes in each direction. The concept is to narrow the roadway to 33' where it is greater than 33' and match the existing roadway where it is less than 33'. Staff is proposing this to minimize impacts to boulevard trees, and to reduce construction costs and future maintenance costs. Rasmussen feels this makes sense as there has been dialog with the Park and Rec Committee regarding salvaging mature trees. Gehin reminded the committee that a 33' roadway does allow for on-street parking. Gehin noted that staff is also proposing to widen Chicago Avenue between 3rd Street and 5th Street from 31' to 33' due to the amount of on-street parking from the commercial properties. Abitz stated that if existing parking regulations are proposed to be changed, it will have to go before the Parking & Traffic Committee.

Gisselman moved to approve the proposed roadway width of Chicago Avenue from North 2nd Street to the dead end as designed. Mielke seconded and the motion carried unanimously 5-0.

Discussion and possible action on preliminary resolutions for 2016 construction projects

Wesolowski explained that preliminary resolutions have to be approved to schedule public hearings for next year's projects. Clark Street will have to be removed based upon the motion made earlier to defer the project. Wesolowski noted that the public hearing for 2nd Avenue was held in early 2015, but the project was delayed until 2016. That project was approved and the public hearing held with the previous assessment rate of \$21.60 per foot. If the committee recommends moving forward with that rate, Wesolowski does not believe another public hearing needs to be held. The new rate approved for 2016 projects is \$42 per foot. If the 2016 rate is to be used for 2nd Avenue, a new public hearing will be held. Staff recommends moving forward with 2nd Avenue at the 2015 rate of \$21.60 and approval of the preliminary resolutions for the remaining streets at the 2016 rate of \$42. Rasmussen stated the residents were notified of and are expecting the rate of \$21.60. Wesolowski explained that the rate was increased to \$42 reflect current construction prices. Rasmussen questioned if most of the properties along 2nd Avenue are commercial. Wesolowski responded there are 4 to 5 residential properties in the last block of the west side of the project.

Mielke moved to approve the preliminary resolutions for 2016 construction projects, with the exception of Clark Street which was delayed by previous action, and approve using the 2015 assessment rate for the project of 2nd Avenue from Stewart Avenue to Elm Street. Abitz seconded and the motion carried unanimously 5-0.

Update on the Grant received from the DNR to update the City's Stormwater Management Plan

Gehin stated in the near future, the DNR will have new stormwater regulations to include the removal of phosphorus from stormwater. Earlier this year, the City was awarded a stormwater grant from the DNR to update our water quality modeling. Staff has prepared a RFP to obtain a consultant to update the water quality modeling in order to be better prepared for the new regulations in 2017.

Update on 2015 Street Construction Projects

Wesolowski stated the only 2015 street construction project not completed is the extension of 1st Street. With the amount of construction to be completed in the spring of 2016, it was decided not to install the final layer of pavement at this time. Binder has been installed on the parking lot and curb and gutter has been completed.

Discussion and possible recommendation on applying for 2016-2020 Transportation Alternatives Program (TAP) Grant

Lenz explained there is a grant opportunity through the DOT for the Transportation Alternatives Program (TAP). This is a somewhat new program that used to be Transportation Enhancements. Safe Routes to School funding has also been combined into this program. The program looks at alternative transportation methods besides vehicles, such as bike trails, sidewalks, safe routes planning, and bike ped planning. The Park and Rec Committee has discussed potential projects. There are segments of the Riveredge Parkway that do not have funding solidified and may be a candidate for this funding. It would be an 80-20 split with the City paying 20%. Additionally, staff is looking at potential sidewalks by Stettin School. Regional Planning may complete a Safe Routes to School Plan which the City would be a part of. Staff would like approval to submit an application for funding, which needs to be filed in January.

Mielke moved to approve applying for 2016-2020 Transportation Alternatives Program Grant. Gisselman seconded.

Abitz stated GD Jones School is a part of a school grant for improvements and questioned if they could be included in the Safe Routes Plan. Lenz believes those improvements are on private property. Abitz noted there are traffic problems at the school and would like to see more students walking to school. Lenz indicated that the Safe Routes Plan would include all the elementary and middle schools in the district. The plan would look at needed infrastructure and how to encourage more people to walk.

There being a motion and a second, motion to approve applying for 2016-2020 Transportation Alternatives Program Grant carried unanimously 5-0.

Discussion and possible action on setting a minimum amount for property acquisitions related to the Thomas Street Project

This item was taken out of agenda order.

Lindman stated the State has a minimum of \$200 for property acquisitions that require small takings or for a temporary limited easement. This provides an incentive to home owners to sign necessary documents. Staff would like a minimum amount of \$200 to \$250 set for the Thomas Street Project. If the offered value is a small amount it could be difficult to obtain the property owner's signature. Speich indicated if the property owner does not sign a TLE to allow the contractor to work on the property owner's side of the sidewalk there are a few options. The parcel could be removed from the plat and the existing sidewalk would be left with the project going around that property, or \$1,900 could be spent on a short term appraisal and the process of eminent domain followed. Speich stated there are 42 parcels along the project. Five of those will be appraised due to parking issues, which would leave 37 properties needing a TLE.

Mielke moved to direct staff to set a minimum amount of \$200 for property acquisitions and Temporary Limited Easements related to the Thomas Street Project. Gisselman seconded.

Gisselman questioned if there is an estimate of how much this will cost. Gehin replied the minimum amount would be \$7,500. Speich stated before any offers are made, the Finance Committee will review the parcel payment report, which will show each parcel and proposed payment.

There being a motion and a second, motion to direct staff to set a minimum amount of \$200 for property acquisitions and Temporary Limited Easements related to the Thomas Street Project carried unanimously 5-0.

Future agenda items for consideration

Rasmussen stated the design of Kent Street will be discussed next month. Additionally, Aaron Ruff from the Bicycle and Pedestrian Committee will provide an update on a grant that has been awarded.

Abitz stated there have been conversations regarding merging Parking and Traffic and CISM and she would formally like this discussed in January. Rasmussen indicated there has been complaints about a disconnect between the committee that approves design and the committee that manages its function. Discussion can be held on combining the committees beginning in April.

Adjourn

Abitz moved to adjourn the meeting. Kellbach seconded and the motion carried unanimously 5-0. Meeting adjourned at approximately 6:50 p.m.