



Public Works Department

1316 North 14th St., 2nd Floor, Room 200
Superior, WI 54880
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TO: Public Works Committee Members

FROM: Todd Janigo, Public Works Director 

DATE: March 13, 2019

RE: **Public Works Committee Meeting Agenda
March 20, 2019 - 5:00 p.m.
Room 204, Government Center**

1. Approval of the January 16, 2019 meeting minutes.
2. Public Works Director Janigo: Northwest Trails proposed recreational trail improvement- Bridge B-16-066: USH2 – USH53 – E 2nd Street over Nemadji River.
3. Councilor Olson: Consideration of calendar parking exemption on North 60th Street between Tower and Banks Avenues.
4. ESD Director Steve Roberts and Diane Nelson, Stormwater and Admin Manager: Curb Cuts and Culvert Ordinance revisions
5. ESD Director's Report.
6. Public Works Director's Report.

Notice is hereby given that a majority of the members of the Common Council may be present at the meeting, and although this may constitute a quorum of the Common Council, the council will not take any action at this meeting. The City of Superior complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Public Works Department at 715-395-7334 or by email: publicworks@ci.superior.wi.us by 4:30 p.m. on the day prior to the scheduled meeting. The City will attempt to accommodate any request depending on the amount of notice we receive.

In compliance with Wisconsin Open Meetings Law, this agenda was posted: Government Center, Court House, & Public Library, Emailed to: Daily Telegram, Public Library March 13, 2019.

PUBLIC WORKS COMMITTEE PROCEEDINGS
January 16, 2019
Government Center Room 204

Members Present: Jenny Van Sickle, Esther Dalbec, Ruth Ludwig, Keith Kern (alt)

Also Present: Todd Janigo, Chris Carlson, Angie Harker, Thor Trone, Shelley Nelson, Nathan Johnstad, Brian Augustine, Dan Scheier, Steve Roberts, Linda Cadotte.

1. Approval of December 19, 2018 meeting minutes.

MOTION by Van Sickle, seconded by Ludwig, and carried to approve the Public Works Committee minutes of December 19, 2018.

2. ESD Director's Report.

Committee members had received ESD Director Steve Robert's report with the agenda packet. Roberts gave a summary outlining quantity treated, compliance with permit limits and overflows for 2018.

MOTION by Ludwig, seconded by Van Sickle, and carried to receive and file the ESD Director's Report.

3. Traffic Lieutenant Trone: Recommending designating the even (east) side of Hughitt Avenue from Belknap Street south to the alley as no parking.
Trone explained that due to the new diagonal parking on the west side of Hughitt, no parking on the east side would be appropriate to allow for bi-directional traffic. Brian Augustine, owner of the building at 1416 Belknap was present, along with his tenant Dan Scheier who operates a cabinetry business there. They explained that semis have had to park in the Hardee's parking lot and carry heavy items across the street to the cabinet shop. They asked if a loading zone would be appropriate indicating that a truck needs to stop and off load once per week for about 15 minutes. Trone explained that no parking would ensure that no cars would be in the way of semis that need to unload and that traffic enforcement would not have an issue with a semi parking with flashers on for a short period to unload on the east side of Hughitt Avenue.

MOTION by Ludwig, seconded by Van Sickle, and carried to approve designating the even (east) side of Hughitt Avenue from Belknap Street south to the alley as no parking.

4. Traffic Lieutenant Trone: Recommending designating North 12th Street between Banks and Oakes Avenues as no parking even side and exempt North 12th Street from calendar parking between Oakes and Tower Avenues.

Trone explained that residents on the odd side have difficulty parking due to the brake center on the even side of North 12th. He also explained that removing calendar parking on North 12th between Oakes and Tower Avenues is simply an ordinance clean up.

MOTION by Ludwig, seconded by Van Sickle, and carried to approve designating North 12th Street between Banks and Oakes Avenues as no parking even side and exempt North 12th Street from calendar parking between Oakes and Tower Avenues.

5. Public Works Director Janigo: 2018 Fleet Vehicle Auction removals and end of year auction recap (to be received and filed).

Committee members received the auction recap paperwork in their agenda packet and Janigo reviewed this briefly.

MOTION by Ludwig, seconded by Van Sickle, and carried to receive and file the 2018 Fleet Vehicle Auction removals and end of year auction recap.

6. Public Works Director Janigo: Request to sell surplus vehicles and equipment by auction in 2019.

Janigo explained that this is the annual request to sell surplus vehicles and equipment by auction in 2019.

MOTION by Ludwig, seconded by Van Sickle, and carried to approve selling surplus vehicles and equipment by auction in 2019.

7. Public Works Director's Report.

Snow and ice removal operations were discussed at length in regards to the recent ice/snow storm. Street Superintendent Nathan Johnstad was in attendance and he and Janigo recapped the work that has been done and continues this week. Materials (salt and two types of sand) and amounts used during the storm were reviewed. Committee members shared concerns from their constituents.

MOTION by Ludwig, seconded by Van Sickle, and carried to receive and file the Public Works Director's Report.

Dalbec announced the meeting adjourned at 6:02 p.m.

The next Public Works Committee meeting will be held February 20th at 5 p.m. in Room 204 of the Government Center.

Minutes submitted to the Council Meeting of February 5, 2019.



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Public Works Department

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MEMORANDUM

DATE: January 25, 2019 Agenda Date: February 20, 2019
TO: Members of the Public Works Committee
FROM: Todd Janigo, Public Works Director
RE: Recreational Trail Improvement: Bridge Impact

It is requested that the Public Works Committee approve the Memo to the Northwest Trails Association citing no significant impact from the proposed improvement to the motorized recreational crossing under the US 2/US 53 Bridge over the Nemadji River.

1. Introduction

The City of Superior was approached by the Northwest Trails Association with a proposal to improve the motorized trail crossing under the US 2/US 53 Bridge over the Nemadji River. The Association seeks to establish an improved trail passing beneath the north end of the Nemadji River Bridge by excavating material and placing gravel beneath the bridge to create an even grade and provide vertical clearance.

2. Background

The Nemadji River Bridge serves to carry US Highways 2 and 53 over the Nemadji River. The Northwest Trails Association first inquired with WISDOT seeking permission to improve a motorized recreational trail crossing under the bridge. Prior to giving approval, WISDOT requested a determination from the City on whether the proposed improvement would result in negative impacts or maintenance concerns for the bridge structure.

Public Works reviewed the plan and did not identify a structural or maintenance concern. The trail will be sufficiently away from the abutment and piers that no disturbance should occur. Also, the elevation of the trail is above the high water mark from last year's storm/flood which closed E 2nd Street. A washout of the trail should not occur. The City will reserve the right to limit, close, or remove the trail improvement at its discretion should an adverse impact to the bridge arise.

3. Fiscal Impact

Improvement and maintenance will be conducted by the Northwest Trails Association.

4. Conclusion

It is my recommendation to approve the Memo to the Northwest Trails Association citing no significant impact from the proposed improvement to the motorized recreational crossing under the US 2/US 53 Bridge over the Nemadji River.



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Eric Shaffer
Northwest Trails
PO Box 107
Poplar, Wisconsin 54864

January 22, 2019

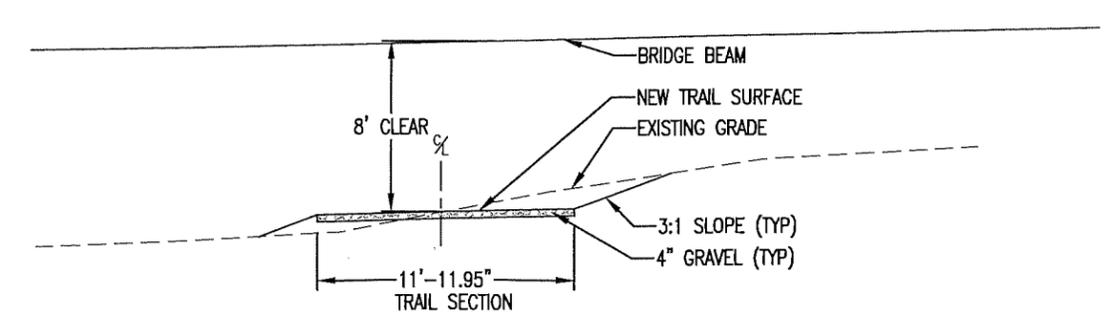
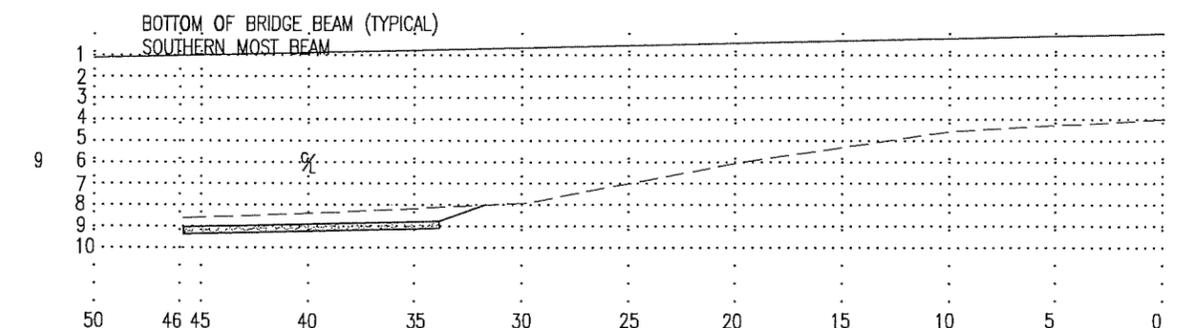
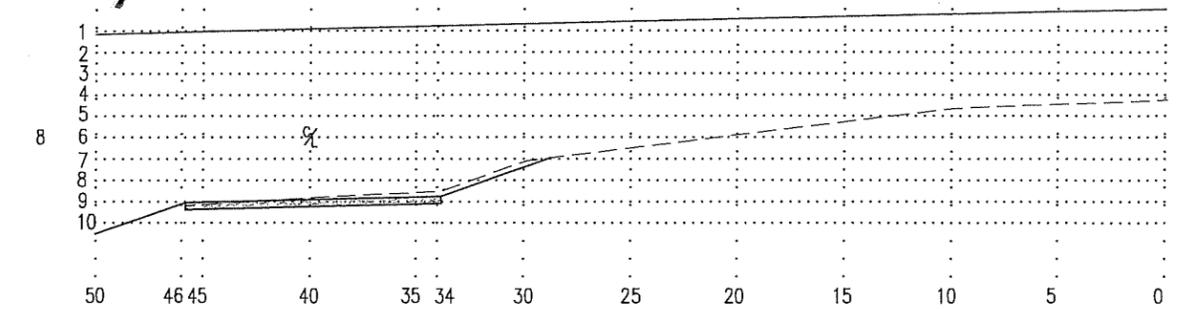
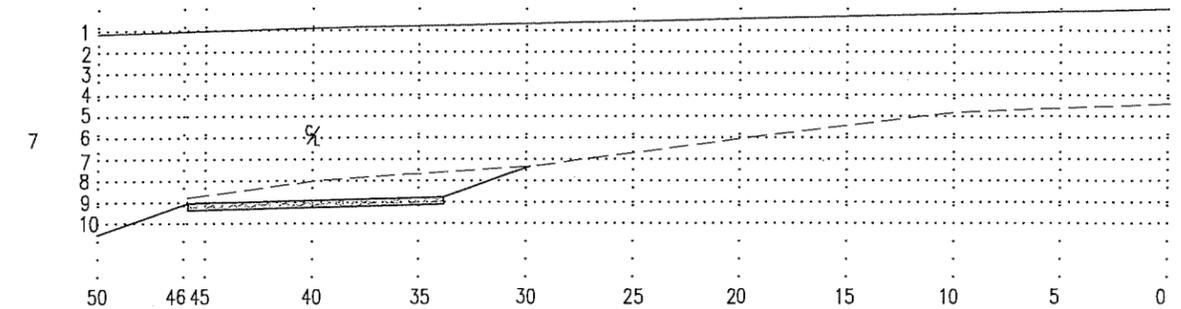
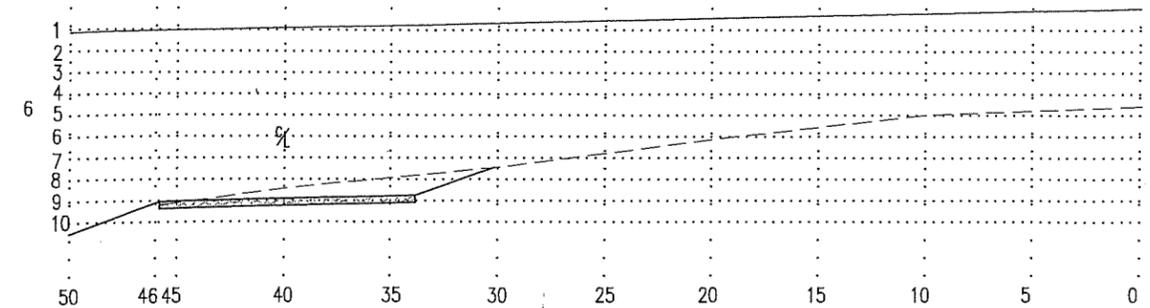
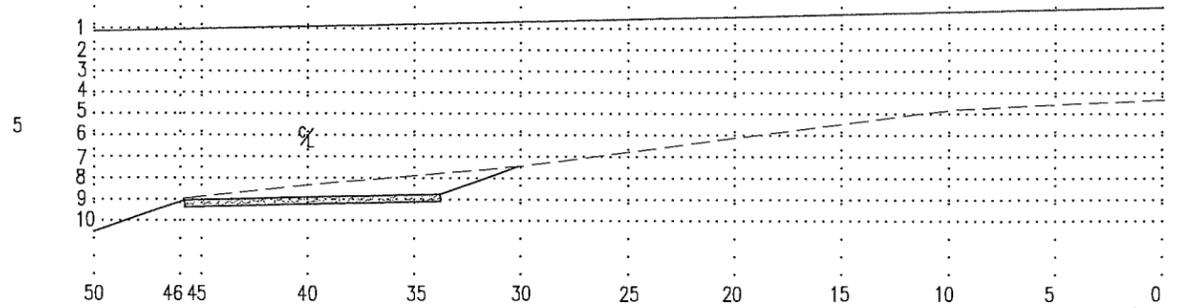
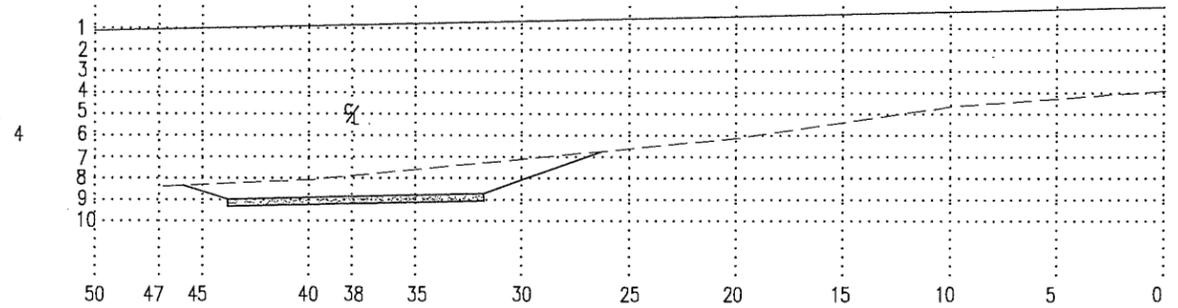
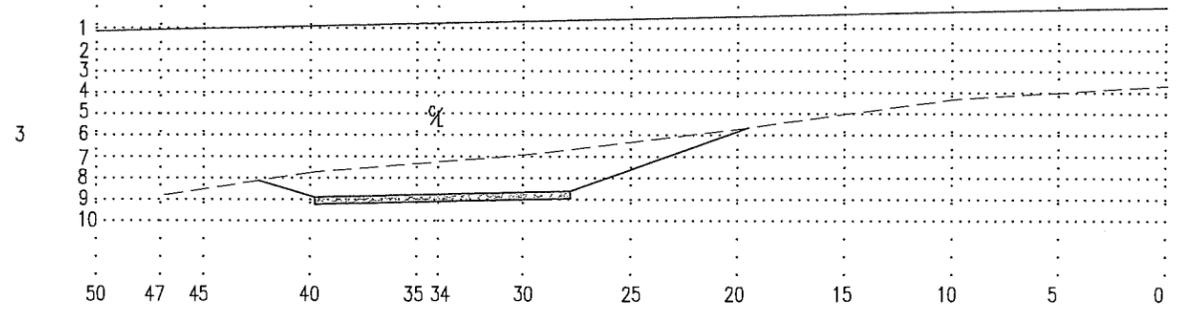
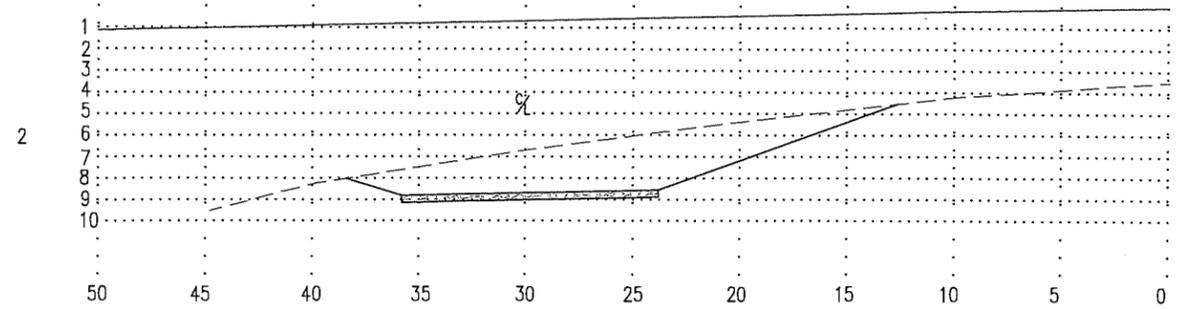
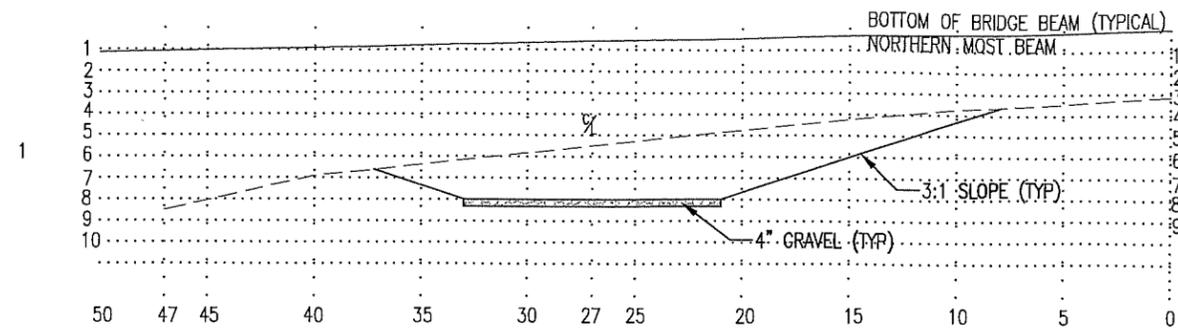
Re: Proposed Recreational Trail Improvement
Bridge B-16-066: USH2 – USH53 – E 2nd Street over Nemadji River

The City of Superior Public Works Department has reviewed the attached plan submitted by Eric Shaffer on behalf of Northwest Trails for a recreational trail improvement at bridge B-16-066. The proposed improvement would follow a path beneath the bridge adjacent to the north abutment.

The purpose of the review was to determine if the proposed trail would result in any negative impacts or maintenance concerns for the bridge structure. No significant impacts or concerns were identified. The improvement of the trail is allowable with respect to the bridge structure. The City of Superior Public Works Department reserves the right to limit, close, or remove the trail improvement at its discretion should an adverse impact to the bridge arise.

Please be advised that the trail improvement work will require a Land Disturbing Activity permit issued through the City prior to the commencement. The permit application may be found at:
<http://www.ci.superior.wi.us/DocumentCenter/View/10279/Land-Disturbing-Activity-Application-Form>.

Todd Janigo
Public Works Director



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**Environmental Services Division
Public Works Department**

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Diane R Nelson
Stormwater and Admin Manager
51 E 1st Street
Superior, WI 54880

Memorandum

DATE: March 13, 2019
TO: Public Works Committee
FROM: Diane Nelson, Stormwater and Admin Manager, Environmental Services Division
RE: Curb Cuts and Culvert Ordinance revisions

1. Introduction

Proposed revisions to the Curb Cut section of ordinance comes from the recently completed Green Infrastructure Code Audit. The revisions are intended to clarify the requirements relating to what is required of a developer when a curb cut or culvert is needed.

2. Background

The City received a grant from WDNR Urban Nonpoint Source Planning Program for a project to (1) update ordinances to encourage smart development and low impact development and to (2) update the Stormwater Management Program document to incorporate support for green infrastructure.

The existing ordinance relating to culvert installation does not spell out how a culvert should be sized or installed. Improperly sized or incorrectly installed culverts can create flooding and drainage hazards. The proposed culvert language and other related revisions will reduce these hazards and make it easier and clearer for contractors and developers to know what is expected when permitting, designing and installing curb cuts and culverts.

3. Conclusion

It is recommended that the Public Works Committee approve these changes so they can be presented to the City Council for approval.

ARTICLE IV. - CURB CUTS

Sec. 106-110. - Permit required.

It shall be unlawful for any person having ownership, charge, control, operation or management of any real property to construct any driveway or any motor vehicle entry, exit, or access from the real property onto any public street, or to cut the curb fronting upon, abutting upon, adjacent to, or contiguous to the real property, or to widen an existing curb, driveway, entry, exit or access without having first obtained a permit therefor. **All features installed under this article including entrances, driveways, and culverts are the responsibility of the property owner. All costs and expenses incidental to the installation, maintenance, or future replacement of the features shall be borne by the owner. The owner shall indemnify the municipality from any loss or damage that may directly or indirectly be occasioned by their installation.**

Sec. 106-111. - Application for a permit.

(a) Filing application. Any person desiring a permit required by this article shall file an application therefor with the director of public works.

(b) Form of application and required attachments. The application shall be in the form of a due and properly written petition or request presentation, and it shall:

(1) Contain a recital of all of the proper, relevant and material facts upon which the request is based;

(2) Be accompanied by a ~~drawing, map, blueprint or drafted sketch as will graphically show all of the proper, relevant and material facts in their relationships to and with each other~~ **diagram, drawn to scale, showing the parcel and adjacent City right-of-way, the location of the proposed curb cut, drainage structure/culvert, utilities, and all trees that are two inches in diameter at breast height (dbh) or larger within the City right-of-way and within 20 feet of any construction or excavation activity. If any tree within the City right-of-way is removed, reimbursement and replacement shall be required; and**

(3) Contain such other and further information as the director of public works shall require.

Sec. 106-112. - Investigation of application; recommendations.

(1) Upon the receipt of an application for a permit required by this article, and the other writings or drawings to be submitted with the application, the director of public works shall immediately thereupon investigate the application and all matters in relation thereto. Upon the completion of his or her investigation, the director of public works shall then reduce to writing his or her conclusions thereon, and his or her recommendations; the reduction to writing shall be in the form and in the manner of a report to the board of public works.

(2) **All culverts installed or reinstalled in any public way shall be of materials, all thickness, and diameter as set forth by the Director of Public Works. Culvert pipe diameter shall not be less than 8" and pipe capacity shall not be less than the capacity of the**

upstream conveyance. All culvert pipe installations are subject to the approval of the Public Works Director or designee.

Sec. 106-113. - Submission of recommendations and data to the building inspector.

Before he or she shall submit his or her report, as required by this article, to the board of public works, the director of public works shall submit it to the building inspector, and together with the report, he or she shall submit all of the applications and writings and documents that he or she may have that may be proper, relevant and material.

Sec. 106-114. - Recommendations of the building inspector.

(a) Building inspector to join in report and recommendation of director of public works. The building inspector shall join in the report of the director of public works to the board of public works; and he or she shall join in the recommendation made by the director of public works if he or she wishes to do so; if he or she wishes to make a different or a contrary recommendation, he or she may do so, but, in that event, he or she shall give such in writing, and shall attach to the report, his or her reasons for so doing; he or she may give any other and further suggestions to the board of public works.

(b) Return of application and related documents to director of public works. Upon making his or her recommendations pursuant to this section, the building inspector shall deliver back to the director of public works all of the applications, writings, reports, documents, and recommendations that he or she shall have.

Sec. 106-115. - When recommendations of the chief of police to be sought.

In the event that the director of public works shall find that the making of the proposed driveway, entry, exit, access, curb cut or the widening of the existing curb, driveway, exit, entry or access shall cause any additional and unwarranted traffic hazard by virtue of any greatly increased or augmented vehicular movements, he or she shall refer the matter to the chief of police, and the chief of police shall make such a report to the director of public works as the circumstances shall warrant.

Sec. 106-116. - When reference to the zoning board of appeals required; conformance with zoning ordinance.

(a) Affect of proposed driveway on zoning ordinance. In the event that the director of public works shall believe that the making of a proposed driveway, entry, exit, access, curb cut or the widening of any existing driveway, entry, exit, access or curb shall have any relationship or bearing to or upon that certain zoning ordinance of the city, or shall in any way affect the use of land in violation of the zoning ordinance, or shall cause use of land to be questionable in connection with its relationship to the zoning ordinance, he or she shall refer the matter to the zoning board of appeals. After the reference, the zoning board of appeals shall thereupon make such report to the director of public works as the circumstances and the premises warrant.

(b) Affect of this article on zoning ordinance. Nothing in this article shall be construed, or shall supersede, modify or affect in any way, the use of land as it is regulated and governed by

the zoning ordinance, and nothing contained in this article shall be construed, or shall be susceptible to any construction, that shall be in derogation of the zoning ordinance.

Sec. 106-117. - Action on permit.

(a) Board of public works to act on application and related paperwork. When the director of public works shall have delivered to the board of public works all of the applications, recommendations, papers, writings and documents referred to in this article, the board of public works shall study and review them. After study and review, it shall take such action thereupon as is indicated.

(b) Compliance with Code and other ordinances. Before the board of public works shall grant the permit required by this article, it shall determine that the proposed driveway, entry, exit, access or curb cut complies with the provisions of this Code and other ordinances of the city and with the orders of the board of public works.

Sec. 106-118. - Permit fee.

The fee for a permit required by this article shall be as prescribed in the building code of the city.

Sec. 106-119. Installation of culverts.

Where a culvert is to be installed, after the permit has been issued, the owner or his representative shall notify the Department of Public works at least 48 hours prior to the setting of the culvert and the Department shall establish the required grade of the culvert. The owner shall then have the culvert installed in accordance with the requirements set forth by the Director of Public Works and, after the culvert has been installed, shall notify the Department. After such notification, the Department shall inspect the installation. If the installation does not conform to the requirements of the Director of Public Works, the Building Inspector shall notify the owner and shall place a time limit on correcting the installation. In the event that the correction is not made in the required time, penalties as set forth by ordinance shall be enforced. Culverts that are improperly installed may create flooding and drainage hazards. Improperly installed culverts may be removed by the city at the cost of the property owner.