

**PUBLIC WORKS & UTILITIES COMMITTEE
CITY OF PLYMOUTH, WISCONSIN
Room 210, City Hall, 128 Smith Street
Tuesday January 14, 2020**

MINUTES

1. **Call to order & Roll Call:** The Public Works & Utility Committee held a meeting on Tuesday, January 14, 2020 at 6:15 PM. On call of the roll, the following members were present: Mayor Don Pohlman, Alderpersons Diane Gilson, Charles Hansen, Jim Sedlacek and Amy Odekirk. Also present were City Administrator/Utilities Manager Brian Yerges, DPW Director Cathy Austin, Alderperson John Nelson, Alderperson Jim Wilson and Emmitt Feldman.
2. **Approval of November 26, 2019 Meeting Minutes:** Motion made by Gilson/Odekirk to approve as stated. Motion carries.
3. **Approval of additional driveway for 314 Clifford Street/Appleton Street driveway – Glacier Transit & Storage –** DPW Director Austin shared with the committee that she had previously met with Glacier Transit & Storage (GTS) regarding the Appleton Street and Roadway Construction project. During the meeting with GTS it was mentioned to have the two driveways located on Appleton Street and E. Clifford Street be combined as one large approach as there are currently two approaches. Director Austin did reference that City Ordinance Section 6-3-2(b)(1), Commercial and Industrial Driveways with a driveway width greater than 32-feet may be permitted at the discretion of the Public Works Committee. Director Austin stated that the proposed driveway from GTS is 60-feet wide at the curb. Committee Member Sedlacek questioned on if there were any safety issues. Director Austin said that there are no safety issues. Mayor Pohlman mentioned that it will be very important that both the City and GTS show cooperation with the Appleton Street Utilities and Roadway Construction projects. Motion made by Hansen/Odekirk to approve the above as stated. A unanimous aye vote was cast by the committee. Motion carries.
4. **Discussion and possible recommendation regarding potential agreement with Busy Bee Compost on a composting program –** DPW Director Austin told the committee that she was approached by Marcus Gamoke who owns Busy Bee Compost regarding taking city leaves and yard waste from the DPW garage. Busy Bee Compost Company is located in Mosinee, WI. Busy Bee Compost makes organic compost and they will be opening another location located on Garton Road in Plymouth. Busy Bee collects leaves that the city collects and turns it into organic compost. The organic compost is then sold to residential and retail locations. DPW Director Austin stated that currently, the yard waste collected in the Fall by the DPW Garage gets placed in piles behind the Wastewater Treatment Plant. The piles are occasionally turned by staff. Director Austin said that her discussion with Marcus included that city staff would continue to deposit the fall leaves behind the Wastewater Treatment Plant and that Busy Bee would be responsible for transporting the leaves to Busy Bee's location on Garton Road. City staff would assist with loading Busy Bees trucks with the leaves, but will not be involved with the transport. City staff will contact Busy Bee when the Wastewater Treatment Plant pile is large or when the bin at the city garage is full. Committee Member Hansen asked if Busy Bee can take the leaves that are currently at the Wastewater plant. Director Austin mentioned that she

believes that Busy Bee would like freshly fallen leaves, but that she would revisit that question with Marcus. Committee Member Nelson asked if Busy Bee uses liquid manure. Director Austin said that Busy Bee does not use any animal manure. Committee Member Gilson questioned if the city would be saving money with the agreement. Director Austin said that the city will save money and the removal of the leaves will free up space behind the Wastewater Treatment Plant. Committee Member Hansen questioned if there would be any liability issues or costs to the city. Director Austin said that part of the agreement would be that Busy Bee provides insurance to the city and that Busy Bee would sign a Hold Harmless Agreement. City Administrator/Utilities Manager Brian Yerges mentioned that the agreement would be drafted by the city attorney's office. Motion was made by Pohlman/Gilson to recommend creating an agreement with the City of Plymouth and Busy Bee Compost regarding city leaves and yard waste to the council for approval. A unanimous aye vote was cast by the committee. Motion carries.

5. **Discussion and possible recommendation regarding repeal of impact fee ordinance** – City Administrator/Utilities Manager Brian Yerges briefed the committee on the background of the ordinance from 2000. Yerges stated that to his knowledge the ordinance was never fully implemented. The ordinance references a study from 1997 for sewer infrastructure improvements, however city staff are unable to locate the study and the results from the study may not currently reflect the needs of the city. The city has not charged any impact fees in the last 15 years. City staff is recommending repealing ordinance 14-1-23 impact fees for land development. Yerges mentioned that state statutes have changed since 1997 and that the ordinance is also outdated. Motion made by Pohlman/Odekirk to recommend repealing Ordinance Section 14-1-23, regarding impact fees for land developments. A unanimous aye vote was cast by the committee. Motion carries.
6. **Discussion and possible recommendation regarding Resolution No 1 2020 adopting the City-Wide Stormwater Quality Management Plan** – DPW Director Austin began the discussion with the committee referencing the City-Wide Stormwater Quality Management Plan that was conducted September 23, 2019 from McMahon Engineers. Director Austin stated that the City of Plymouth will need an NR 216 Municipal Separate Storm Sewer System (MS4) permit from WDNR when the population reached 10,000 people. The Stormwater Management plan will assist the city with proactivity meeting the future MS4 regulations. The management plan gives an overview of the study area, NR 151 Pollutant Analysis, TMDL pollutant Analysis, Pollutant Reduction Analysis and its implementation and recommendations process. Motion made by Odekirk/Hansen to recommend Resolution No. 1 to the council for approval. A unanimous aye vote was cast by the committee. Motion carries.
7. **Discussion and possible recommendation regarding stop signs for railroad crossings** – City Administrator/Utilities Manager Yerges refreshed the committee with information that was received from the Office of the Commissioner of Railroads (OCR). OCR added South Street to the safety program for safety improvement for the year 2023 to include lights and gates. Yerges stated that the petition with the OCR is still ongoing and may not have a final determination until the end of 2020 or 2021. Yerges mentioned that OCR did say that the City could adopt an ordinance that would let the City switch the yield signs to stop signs at railroad locations. Yerges did mention that the WSOR had put up stop signs at the crossings, but later replaced them with yield signs after determining that the OCR required yield signs and not stop signs. Committee Member Gilson said that the Highland Street crossing should have lights and gates as it has more traffic. Gilson also questioned on if the yield signs can be blinking signs. Yerges mentioned that DPW Director Austin received quotes from Tapco Safe Travels for blinking lights and stop ahead signs. The cost for one LED stop sign would be \$1,520.00 and for one Non-LED would be

\$144.90. Yerges mentioned that the city could try installing stop signs at the Willow Road railroad crossing and monitor the use and effectiveness of the stop signs. Mayor Pohlman suggested that city staff also confer with Police Chief Tauscheck on the use of the stop signs. Pohlman also suggested that the city contact the local businesses near the Willow Road railroad crossing to see if they feel that their business would be affected in anyway by the placement of the stop signs. Motion was made by Charles Hansen to install stop signs at all of the railroad crossings, with no second the motion fails. Motion was made by Diane Gilson to have flashing stops signs installed at the Willow Road railroad crossing, seconded by Charles Hansen. Motion amended by Charles Hansen to include a flashing stop sign at the Highland Avenue railroad crossing. Amended motion did not receive a second. Amended motion fails. On the call of the roll on installing flashing stop signs at the Willow Road railroad crossing – Aye: Hansen, Gilson, Sedlacek, and Odekirk. Nay: Pohlman. Motion carries.

Adjournment: Motion made by Gilson/Odekirk to adjourn. Motion carries. The meeting adjourned at 7:47 PM.

Respectfully submitted by Sabrina Dittman, Clerk