

VILLAGE OF EPHRAIM

FOUNDED 1853



VILLAGE OF EPHRAIM STREETScape AD-HOC COMMITTEE MINUTES TUESDAY, JANUARY 23, 2018 - 1:00 P.M.

Present Ken Nelson, Cindy Nelson, John Held

Absent: Chuck Pearson, Tim Nelson

Staff: Brent Bristol- Administrator

Guests: Donna Pierquet, Jim Stollenwerk- Trustee Chair Physical Facilities Committee, Jackson Parr, Steve Parent, Chris Bungener, Matt Meacham, Elfie Johnson

1. **Call to Order:** Meeting called to order by K. Nelson chair at 1:00 P.M.
2. **Quorum:** A quorum is present for this meeting.
3. **Approval of 1/17/2018:**

Motion per C. Nelson to approve the January 17, 2018 meeting minutes as presented, seconded by John Held, all ayes and motion carried.

Remove John Held second name.

4. **Changes in Agenda:** None
5. **Visitors' Comments:** None
6. **Discussion and consideration regarding engineering contract scope, schedule, and staff hours with AECOM:** Nick Becker provided a preliminary negotiations of draft contract for scope for committee discussion. K. Nelson stated that they are very close regarding scope and suggested they talk today about lighting. Goal is to present this at the Feb. Board Meeting. K. Nelson inquired how Parr got his figures for lighting costs. Parr thinks he got this during the conversation of the meeting.

Lighting: Becker would like to re-do this section in regard to scope. The preliminary numbers have been provided on today's document. H would like to change this to a 4 step project.

1. Discussion with this committee to decide what we are going to accept for pole spacing, height and general look of the pole.
2. Then set a meeting with the DOT and if they agree get the by off from them.
3. Then meet with the Village to show how the lights will actually look with 2-4 looks for lights.
4. From the approval from the HPC and Plan Committees we can then amend the contract and determine the actual costs. K. Nelson stated that we don't know how far we want to go with lighting only Hwy 42 or the whole Village. Lighting has not been approved yet by the Board.

Phil the lighting designer for AECOM stated that we need to determine the light levels, pole height and lumens. With a short pole to meet even the minimum requirements the poles will have to be closer. We will need to follow their criteria if we want to be dark sky's compliant. The farther we put the pole from the Highway the harder it will be to light the Highway. Egg Harbor has a 16 ft. light pole added Becker, he is not sure of the lumens. The uniformity level number will determine the number of poles. There is no need to light the intersections. The more custom we go the more costly it becomes. If we purchase from the DOT approved the easier it will be to get them. We have to complete a 2 page permit to get the permit from the DOT for anything within the right of way. The pole, the luminaire will determine the lighting level. We need to know if it is not going to be approved by the DOT, K. Nelson asked Becker to guide us so that we pick something the DOT will approve. Yes the designers can come up

and show what could be approved. C. Nelson will want very specifics to go on 13- 16 ft. Bill asked what Ephraim wants to do with lighting, the DOT has lighting levels in their guidelines on what is safe lighting. Bristol mentioned that Ephraim has a tradition of not being exactly like Sister Bay, or Egg Harbor. We are interested in safety but right now it is not brightly lit. K. Nelson stated that the highway is two lane that goes thru our downtown. Half a foot candle to meet the criteria stated Bill. Becker thinks we can get them to approve at the Egg Harbor level.

We have a Physical Facilities Committee who have been working on streetlighting for the past few years. Stollenwerk mentioned that he walked Fish Creek last night and felt their level of lighting was well done. C. Nelson added that all of theirs are wrong and they will be re-doing all their lighting to bring them up to illumination requirements. We want to do it well the first time but we want minimum lighting but safe lighting.

If we go up to 20 ft. in pole height they can be up to 25 feet apart and meet the DOT criteria added Bill, this is single side. We want single side added C. Nelson. 16 ft., pole spacing we will get about 95 feet apart. Is WISDOT sign's off on this it will not result in the Village being found harmless if there is an accident and out lighting is an issue clarified Bill and Becker. C. Nelson inquired about the cost for completing the first 3 steps. Any pole that we recommend would be off the shelf and readily available stated Bill. In the scope include some time to discuss what we want to do from Anderson north to Townline Road suggested K. Nelson. We can add poles to light a specific location such as an intersection added Bill.

1. Will be a conference call.
 2. Meeting with DOT is in person in Green Bay or here.
 3. Meeting with Board in person.
 4. They will produce whatever is needed for the Board, they will be available per phone.
- How many visualizations inquired Becker – 1- 2 options stated C. Nelson.

Cost \$25,000 includes all 4 meetings stated Becker.

Becker not concerned with getting this all done outside of the re-construction area prior to road work. We will want to directional drill added Becker. K. Nelson would like Becker to give him a cost effort assuming one plan with the same continuity from the Wetlands up to Anderson Marina and maybe to Townline. We will want to add connectors to the poles. C. Nelson had a question about timing on this. Physical Facilities will not be meeting until Feb 8th. We can't get approval from DOT until we present 60% plans stated Becker. K. Nelson asked Becker if he can attend the Board Meeting on Feb 13, yes replied Becker.

Scope of Work K. Nelson commented about the cover letter, suggested Becker make the point to let the Board know that they are designing things now that were not part of the original contract such as manholes, sewer drainage. Yes Becker will do a table addressing such.

Project description: Utility co-ordination now a major bullet as requested. Monthly progress report will have an updated schedule and list of what has been done to each point and a % complete requested K. Nelson.

Drainage: Minor changes requested by K. Nelson. some other word processing changes were noted for Becker.

Roadway Design: K. Nelson inquired about the borings, let's add 15 more borings from the south of the project to the Wetland Preserve. Additional 3 borings added on Moravia. We need to know if we hit bedrock within 2 ft.

Utility Coordination: Change to no buildings to be acquired.

3 A. Structure plans: Take out

Environmental: How many bound copies of Environmental reports inquired Becker- PDF's sent to Bristol. A couple of bound copies requested by Becker.

Right of Way Plat: 25 from German Road up to the Fire House Marina and a couple more noted Becker. We may get up to 75 depending on what's needed.

Easements: It says up to 15 again, K. Nelson inquired how they got to that number. Depends on Village Storm Sewer drainage.

Plan specifications and estimates: drainage and lighting – change to drainage only.
Standalone drainage plan from Baudhuin

Comments on Public Meetings: Into para add sentence Village approval prior to Board approval suggested K. Nelson. Item 5- 3 dimensional renderings strike entire sentence stated K. Nelson.

Public Involvement Meetings: Say the object is to discuss final design and construction. Held suggests we change to posting on web site as well as an e- mail list. Brief discussion of what those notices would include.

Lighting: Revise down to 4 meetings and retitle it, preliminary lighting design. Statement this will be negotiated following WISDOT and the Village accepted a design.

Meetings of this AD HOC Committee can occur on short notice if AECOM needs approval of something stated K. Nelson.

Schedule: 60% meeting is in November 1. Drainage and lighting construction change to drainage construction and sanitary construction project remove lighting. Question of the culverts to be replaced; one is at Q and one at German. The culverts must be replaced prior to the re-construction of the roadway. Today's meeting is not about the drainage problems but to address this engineering contract specifications. The drainage stuff will be discussed by the AD Hoc Committee. Problems with a frozen culvert on Larson Lane. Parent stated that the plan will take into account drainage problems other than just on Highway 42 and installation of additional culverts will take water directly across the highway and out into the bay.

Overall Project Management. No additional comments

The back- up sheets are AECOM backup sheets. Sub Consultant Baudhuin will have separate sheets. It is up to AECOM to manage Baudhuin stated K. Nelson.

Intersection design study: Doesn't jive stated K. Nelson, Becker will make correction Excel problem.

Survey and Platt: If AECOM puts the sub in will make it a lot clearer stated K. Nelson.

Reports: Expense listed as field coordination overnight needs to be broken out.

PS&E's: This was for lighting and a change to be made by Becker should go significantly down maybe most. Will be Sanitary and Drainage package.

Baudhuin Side: Traffic Control during manhole work will be needed. Flagmen

SES Breakout: Borings- 15 more will add about \$4,000 noted Becker.

Lighting: K. Nelson wants an estimate for lighting, not a hard number but a range. Wetlands to Townline on Highway 42. The Village needs to decide about lighting throughout the side streets in the Village. Brief discussion regarding power and location of meters. Controllers will be on 42. Stubs we can connect to can be placed where we want them. Meacham stated it may not be currently practical to put in more lights. Some of the current lights are an eyesore. Poles at intersections is sufficient. We may not need a third of the current lights on the north end. Little pedestrian traffic up on the north end stated Meacham.

Contract: K. Nelson that it is very important that Becker be part of the construction team. This agreement is just for design there will be a separate contract for construction added Becker. Eliminate item 20 in whole. 21.3 also eliminate. 28 This is their agreement stated K. Nelson, we are not the author. Strike everything but the first sentence. Compensation this might require a change sec 1 time and materials subject to 2019 rates are good for the duration of the contract. 7.1 add this only applies for scope and schedule change. 7.2 change 1 ½% to 1% and 30 days to 60 days. 7.3 change to 90 days.

Exhibits: A2 1st one is for total reconstruction they have planned seems like a lot of time that is almost full time for the second guy stated K. Nelson. It is for multiple crews Becker explained. April thru June 15th project. We want as built for sure added K. Nelson. No estimate for construction for the sanitary stuff, cost could be \$180,000 plus or minus, needed for drainage and needed for sanitary. We may have or we will have lighting added K. Nelson. It might take 6 weeks to get all the poles delivered added Becker. For AECOMS portion and Baudhuin portion about \$240,000, this is the best estimate we can make for the Board added K. Nelson.

Next meeting: For revising the scope and revising the budget Becker can get it back to us by the end of the week. The contractual side can also be done by Friday after Becker runs it thru his legal department. Bristol wants to give the Board time to review it.

7. Adjournment

<p>Motion per Held to adjourn this meeting of the Streetscape AD HOC Committee, seconded by C. Nelson, all ayes and motion carried.</p>
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Transcribed by,
Susan Shallow- Deputy Clerk