



Public Works and Safety Committee Meeting Agenda
Village Board Room
235 Hickory Street, Pewaukee, WI 53072
October 3, 2023 – 4:30 p.m.

1. Call to Order
2. Approval of Minutes of the March 21, 2023, meeting
3. Citizen Comments
4. Old Business
 - a. Discussion and Possible Action on Prospect Avenue/School District Area Sign Evaluation Results.
5. New Business
 - a. Discussion and/or Possible Action on Placing No Parking Street Signs on Tower Court
6. Adjournment

Note: It is possible that members and/or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; action will not be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in the notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request such assistance, contact the Village Clerk at 262-691-5660.

Posted: September 29, 2023

**Village of Pewaukee
Public Works and Safety Committee Meeting Minutes
March 22, 2023**

Agenda Item 1 – Call to Order

Meeting called to order at 5:31 pm by Chairman Hill inviting participation in the Pledge of Allegiance.

Members present: Mark Grabowski, Laurin Miller, Jim Grabowski, Nick Wellenstein, Patrick Wunsch, Ed Hill.

Members absent:

Also Present: Director of Public Works Naze, Administrator Scott Gosse

Agenda Item 2 – Minutes of July 19, 2022 meeting

M. Grabowski moved, second Miller to approve Minutes of the July 19, 2022 Public Works and Safety Committee as presented. Motion passed unanimously.

Agenda Item 3 – Citizen Comments

Sarah Stephens, representing Beach Bum Bakery, briefly explained her reasons behind the request for a rental of public parking spaces on West Wisconsin Avenue, citing no rear door, patrons and Door Dash pick-ups usually being very brief in their visits, etc.

Agenda Item 4 – Old Business

None.

Agenda Item 5 - New Business

a. Discussion and Action Regarding West Wisconsin Avenue Business Parking Request and Agreement

Administrator Gosse introduced the request by Beach Bum Bakery to rent two public parking spaces reserving them for their business. It is anticipated that a lease agreement would be similar in nature to the existing rental arrangements for dining spaces in parking areas. A concern is how enforcement would take place. Discussion followed, with expectation that enforcement would be enforced if necessary, by the bakery.

Motion J. Grabowski to recommend to the Village Board the approval of a drafted lease agreement for two public parking spots abutting Beach Bum Bakery, second Wunsch. Motion passed unanimously.

b. Discussion and Possible Action Regarding Above Grade Communication Cabinet Requests

Director Naze explained a recent right of way permit application had been submitted that placed an above grade communications cabinet on a concrete slab on a residential street in front of a house. Staff is not in favor of such permanent structures placed above grade abutting residential lots. Brief discussion followed. Mun. Ord. 78 contains some relatable text for conditions of cabinets in the right of way.

Motion J. Grabowski, to deny the current application, with future similar applications responded to likewise, unless a reasonable hardship can be presented by the applicant. Second M. Grabowski. Motion passed unanimously.

**Village of Pewaukee
Public Works and Safety Committee Meeting Minutes
March 22, 2023**

c. Discussion Regarding Seasonal Employee Staffing

Director Naze presented the current status of returning summer employees, the current status of applications received, and where the job search advertisement has been placed. No action item.

d. Discussion and Possible Action – Lakefront Speed Limit

Trustee Grabowski explained he would like to see the seasonal 15 mph speed limit on the lakefront become permanent throughout the year. Brief discussion followed.

Motion M. Grabowski, to recommend to the Village Board the 15 mph speed limit become permanent throughout the year. Second Miller. Motion passed unanimously.

e. Discussion Regarding Lakefront Public Assets

Trustee Grabowski requested discussion regarding various public assets along the lakefront. Park Director Phalen provided an email regarding assets on the lake side of the street indicating Parks started replacing the recycling cans at Lakefront Park, are replacing trash cans this spring at Lakefront Park, and that two memorial benches will replace the two old benches near the dam this spring. Further discussion regarding Village trash receptacles on the business side was that they were tired, however no funds were budgeted for replacements. Staff was directed to perform some rehabilitation to the existing receptacles and light pole bases in the form of sanding or wire brushing and repainting.

f. Discussion and Action Regarding Making Public Works and Safety Commission Meetings a Standard Quarterly Meeting

Trustee Grabowski requested discussion regarding providing a standard scheduled quarterly placeholder for Public Works and Safety Committee meetings. Discussion followed with committee support. If no agenda items exist for discussion, a notice will be provided cancelling the meeting at least one week previous. The months for scheduled meetings will be March, June, September, and December.

Agenda Item 6 – Adjournment

Motion J. Grabowski, second Miller to adjourn the meeting at 5:04 p.m. Motion passed unanimously.

Respectfully Submitted,
Daniel Naze, P.E.
Director of Public Works/Village Engineer



To: Public Works & Safety Committee

From: Scott A. Gosse
Village Administrator

Date: September 27, 2023

Re: Agenda Item 4a, Discussion and Possible Action on Prospect Avenue/School District Area Sign Evaluation Results

BACKGROUND

This matter was reviewed by the PW&S Committee in December 2021.

ACTION REQUESTED

This matter is on the agenda for Committee review, discussion and possible recommendation to the Village Board.

ANALYSIS

At the December 2021 meeting, Director Naze presented results of an evaluation he requested be performed by raSmith consultants, of traffic and pedestrian signs around the school district properties, including leaning and incorrectly located beacons on Prospect Avenue, two different school related speed zones, and school related signs not fully compliant with the Manual of Traffic Control Devices recommendations. The estimated cost at the time of the study to perform the signage upgrades was approximately \$18,000. This project is not budgeted.

The following is an excerpt from the December 7, 2021 PW&S Committee meeting minutes:

- d. Discussion and Possible Action on Prospect Avenue/School District Area Sign Evaluation Results.
Director Naze presented results of an evaluation he requested be performed by raSmith consultants, of traffic and pedestrian signs around the school district properties, including leaning and incorrectly located beacons on Prospect Avenue, two different school related speed zones, and school related signs not fully compliant with the Manual of Traffic Control Devices recommendations. The cost to perform the upgrades is approximately \$18,000. This project is not budgeted.
No action taken. Member Grabowski indicated he would potentially pursue a conversation with the school district maintenance staff regarding participation in sign replacement cost.

Attachments



PUBLIC WORKS DEPARTMENT
1000 Hickory Street
Pewaukee, WI 53072

Memo

To: Public Works and Safety Committee Members
From: Dan Naze, P.E., Director of Public Works/Village Engineer
Date: December 1, 2021
Re: New Item d. Discussion and Possible Action on Prospect Avenue/School Area Sign Evaluation Results.

There are aging traffic and pedestrian signs around the school district properties, leaning and incorrectly located beacons on Prospect Avenue, two different school related speed zones, and school related signs not fully compliant with the Manual of Traffic Control Devices recommendations. Generally speaking, a school pedestrian zone must be abutting a school property, therefore some signs on Prospect Avenue don't meet that standard. Therefore, I requested raSmith engineers to provide a traffic engineer to conduct an analysis of these signs on Village Streets, excluding those on School property. There is a distinction between school pedestrian crossings and school area speed designations, etc., however the final recommendations take a conservative approach.

The results of the analysis are recommendations for sign removal and replacements, and new flashing beacons, located as indicated in the attached drawings.

Section 7B.08 School Sign (S1-1) and Plaques

Support:

01 Many state and local jurisdictions find it beneficial to advise road users that they are approaching a school that is adjacent to a highway, where additional care is needed, even though no school crossing is involved and the speed limit remains unchanged. Additionally, some jurisdictions designate school zones that have a unique legal standing in that fines for speeding or other traffic violations within designated school zones are increased or special enforcement techniques such as photo radar systems are used. It is important and sometimes legally necessary to mark the beginning and end points of these designated school zones so that the road user is given proper notice.







02 The School (S1-1) sign (see [Figure 7B-1](#)) has the following four applications:

Recommendation:

The cost estimate to remove existing and install the network of signs as recommended is approximately \$18,000 using Wisconsin DOT cost guidelines. The 2021 operating budget for sign and post purchasing is \$2,800. A funding grant such as Safe Routes To School non-infrastructure have a minimum project cost of \$50,000.



Legend

-  = Sign Location
-  = Village of Pewaukee Municipal Boundary
-  = Study Roadway
-  = School Zone (Public Street)
-  = Pewaukee School District Campus Boundary
-  = Travel Direction (on roadways with one and two-way segments)

Notes: 1) Sign locations and boundaries are approximate
 2) School zone extends into Pewaukee School District Campus






Existing School and Pedestrian Signing

Exhibit

1



Legend

-  = Sign Location
-  = Village of Pewaukee Municipal Boundary
-  = School Zone (Public Street)
-  = Pewaukee School District Campus Boundary
-  = Remove Sign

Notes: 1) Sign locations and boundaries are approximate
 2) School zone extends into Pewaukee School District Campus








School and Pedestrian Signing Removals

Exhibit

2



Legend

-  = Sign Location
-  = Village of Pewaukee Municipal Boundary
-  = School Zone (Public Street)
-  = Pewaukee School District Campus Boundary
-  = Install New Sign
-  = Replace Existing Sign
-  = Existing Sign to Remain

Notes: 1) Sign locations and boundaries are approximate
 2) School zone extends into Pewaukee School District Campus

Recommended School and Pedestrian Signing Layout

Exhibit
3



To: Public Works & Safety Committee

From: Officer Julie Buddenhagen

Date: September 14, 2023

Re: Discussion and Possible Action on No Parking during school hours (7am-4pm) on Tower and Leanore Ct.

BACKGROUND

Tower and Leanore Courts, are courts on a dead-end street that border Pewaukee School District Property (Pewaukee Lake Elementary and Horizon Elementary Playground). In the past, there has been a “gentlemen’s agreement” between the Pewaukee School District and homeowners on Tower and Leanore Courts that students and staff would not park on the courts during school hours.

This is a residential area that borders Pewaukee School District. There are no businesses, churches, parks, etc., in this area that would warrant the need for street parking during school hours.

There is an emergency, tertiary access, to the Pewaukee School District on Tower Court. (Please see yellow, highlighted area on attached map)

ACTION REQUESTED

I respectfully request your consideration to have “No parking during school hours (7am-4pm)” signs posted on Tower Court and the portion of Leanore Court that borders the Pewaukee School District (please see area marked red on the attached map).

ANALYSIS

We are very fortunate to have all schools on one campus. School traffic is limited to entering campus on School Street and Pirate Pass and exiting on Lake Street and Pirate Pass.

The Village of Pewaukee Police Department and Pewaukee Fire Department recently held Rescue Task Force training at Pewaukee High School. Rescue Task Force training allows us to actively practice and prepare for an active threat and/or mass casualty event. During this training, we discussed the necessity of having full use of the tertiary access on Tower Court by emergency vehicles. We would like to ensure that Tower Court would be fully accessible by the Fire and Police Departments in case of an emergency. This would be important for responding emergency vehicles as well as evacuating patients. If vehicles are parked along Tower Court during the school day, this could affect emergency vehicle access.

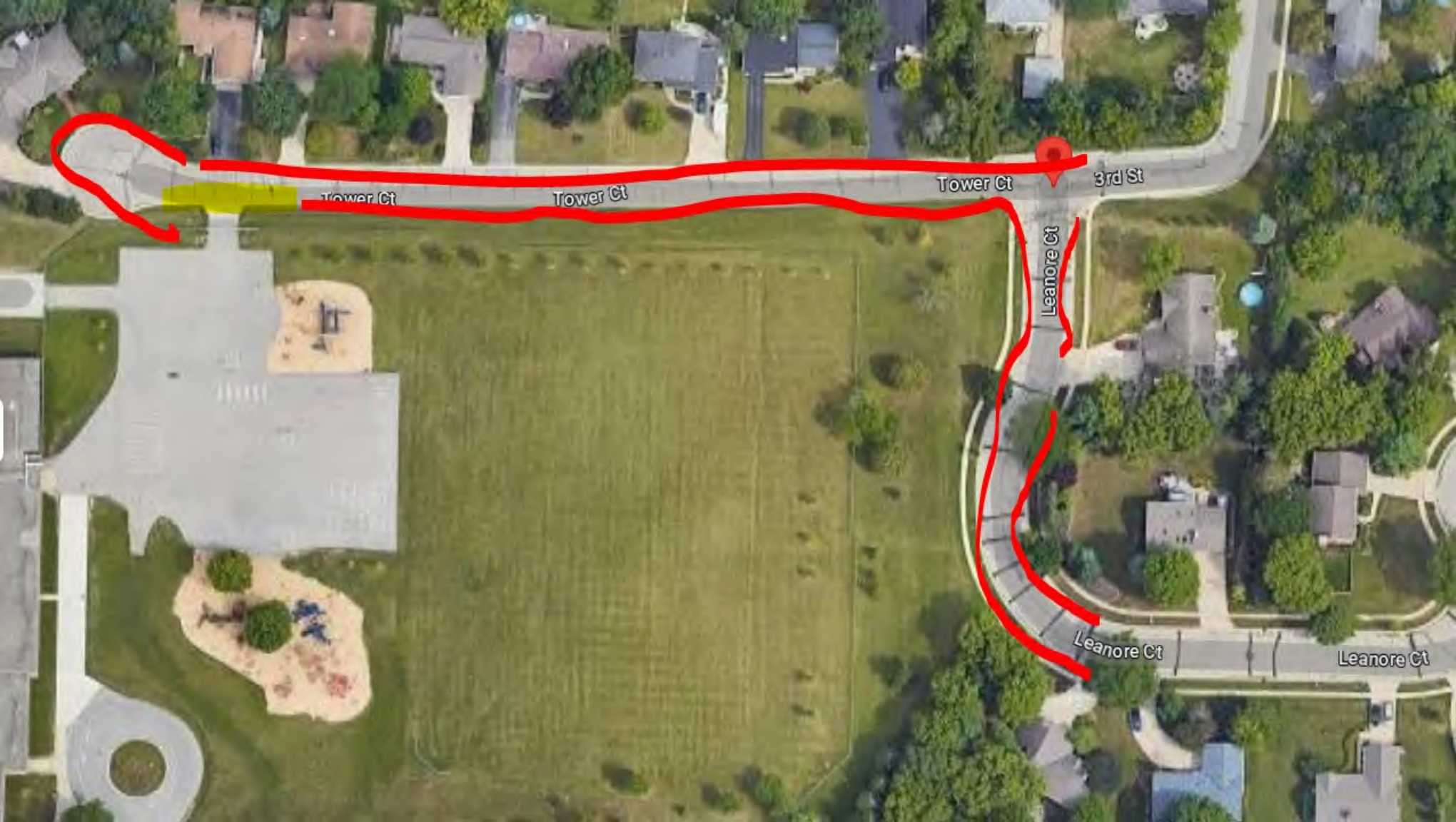
Additionally, from a school safety standpoint, the School Resource Officers (SROs) (Officer Corrus and Officer Buddenhagen) have met with John Stangler, Pewaukee School District Safety Coordinator, to discuss the importance of having a clear line of site around campus. Pewaukee Lake Elementary School (803 students, grades 4k-2nd grade) and Horizon Elementary School (642 students, 3rd-5th grade) both utilize the playground and open space adjacent to Tower

and Leanore Courts. Any vehicle parked in close proximity to the schools could pose a security concern while our young elementary students are out at recess throughout the day. Based on my training and experience, an individual who would want to do harm or access the School Campus with minimal detection would typically use a less monitored route than the main roadways leading up to campus. If Tower and Leanore Courts had no parking throughout the day, teachers and staff could immediately notify the SROs when a vehicle is seen parked near campus.

Thank you for your consideration regarding this matter.

Respectfully,

Officer Julie Buddenhagen



Tower Ct

Tower Ct

Tower Ct

3rd St

Leanore Ct

Leanore Ct

Leanore Ct