

**City of Oconomowoc
Committee-Of-The-Whole**

Tuesday, June 16, 2020 - 6:50 PM
City Hall - Conference Room 3
(or immediately following Joint Finance/Utility)



Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in accessible format, call the City Clerk at least 48 hours prior to the meeting to request adequate accommodations. Tel: 569-2186.

1. Call to order and confirmation of appropriate meeting notification
2. Committee Business
 - a. Presentation/Discussion of Preliminary Layouts for Collins Parking Lot
3. Adjourn

Diane Coenen, City Clerk
City of Oconomowoc

Notice is hereby given that a majority of the Common Council will be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.



MEMORANDUM

PUBLIC WORKS

Date: June 16, 2020
To: Committee of the Whole
From: Mark Frye, Director of Public Works
Re: Discuss Preliminary Design Concepts for Collins Parking Lot

RELATES TO THE STRATEGIC PLAN

Strategic Goal-
Section II: Improve and Maintain Our Infrastructure and Facilities
Part B: Maintain Our Existing Infrastructure

BACKGROUND

On May 5, 2020 Baxter & Woodman was approved to complete the design engineering for the Collins Street Parking Lot. The scope of work included looking at ways to increase parking stalls, address the drainage concerns, locate a centralized dumpster and replace the retaining walls. They have completed four concepts that address these items for discussion and comment.

ADDITIONAL ANALYSIS

The existing lot has 206 parking stalls and 10,820 square feet of green space. The four concepts are attached and a summary of each of them is as follows:

CONCEPT 1

224 Parking Stalls, 13,410 Sq Ft Green Space

The intent of this concept is to fully reconstruct the lot, aiming to address the drainage issues while still maximizing the number of parking stalls. The retaining wall along Collins Street/Cross Street will either be significantly shorter or possibly eliminate.

CONCEPT 2

185 Parking Stalls, 21,110 Sq Ft Green Space

The intent of this concept is to fully reconstruct the lot, aiming to address the drainage issues while still maximizing the number of parking stalls and also keeping the existing sidewalk connection between Collins Street and the public alley to Wisconsin Ave. The retaining wall along Collins Street/Cross Street will either be significantly shorter or possibly eliminate.

CONCEPT 3

204 Parking Stalls, 10,820 Sq Ft Green Space

The intent of this concept is to keep the existing layout, remove and replace the existing asphaltic pavement, and to provide isolated improvements to address some drainage issues. The retaining wall along Collins Street/Cross Street will be replaced.

CONCEPT 4

210 Parking Stalls, 15,460 Sq Ft Green Space

The intent of this concept is to primarily keep the existing layout, making as many modifications to the layout as possible to address drainage issues while still remaining under the threshold that triggers higher level of state guidelines and regulations. The retaining wall along Collins Street/Cross Street will be replaced.

The design engineers will walk us through each of the concepts and provide a cost estimate range for each. Be prepared to eliminate concepts that do not meet the direction the Council wants to go with the reconstruction.

We have a public comment component to this process. The attached letter has been mailed to the buildings that surround the parking lot. In addition to the letter, we are scheduled to have a Public Information Meeting (PIM) on Monday, June 22 from 4:00-7:00. Residents and business owners are able to provide written comments or attend the PIM and discuss their thoughts with us. Our schedule is to have the selected concepts back for final Council approval on July 7.

The schedule shown below was provided in the engineering RFP planning for construction to be completed this year.

- Bidding and Construction documents ready for bid:
 - First Advertisement date: Thursday, July 16, 2020
 - Second Advertisement date: Thursday, July 23, 2020
 - Bid Opening date: Thursday, July 30, 2020
- Construction Approval by Common Council: Tuesday, August 18, 2020
- Start Construction: Tuesday, September 8, 2020

FINANCIAL IMPACT

We will have cost estimate ranges available at our June 16 meeting.

RECOMMENDATION

None. Discussion and comments only.

SUGGESTED MOTION

N/A



Notice of Public Meeting

Collins Street Municipal Parking Lot Rehabilitation
4:00 PM – 7:00 PM, Monday, June 22, 2020

Oconomowoc City Hall

174 E. Wisconsin Avenue, Oconomowoc, WI 53066

The City of Oconomowoc is preparing plans for the rehabilitation of the Collins Street Municipal Parking Lot located at the corner of E. Collins Street and S. Cross Street.

The parking lot experiences flooding during large rain events and the existing retaining wall is failing. Current pavement conditions are poor requiring constant repair and patching.

The project is currently in the design phase with anticipated construction in the fall of 2020. It is the intentions of the project to improve the number of parking stalls and vehicle circulation in the lot. This could include relocating the parking lot entrance and exit locations. Existing storm sewers will be replaced and upgrade, and the City also is looking to include natural areas to filter stormwater prior to entering the storm sewer system. These improvements are being included to comply with state guidelines and regulations. The retaining wall will be replaced or eliminated, new parking lot surfaces, new energy efficient LED lighting and Americans with Disabilities accommodation will be upgraded.

The City's has hired the Engineering firm of Baxter & Woodman, Inc. to develop alternatives that address the issues discussed above. With this public meeting, the City wishes to gain input from residents and businesses regarding the alternatives to assist in identifying a preferred alternative. The preferred alternative will need approval by the Common Council prior to final design, advertising for bid and construction in fall of 2020.

Who: City of Oconomowoc
What: Public meeting to discuss upcoming improvements to the Collins Street Municipal Parking Lot
Where: Oconomowoc City Hall Council Chambers, 2 nd Floor 174 E. Wisconsin Avenue, Oconomowoc, WI 53066
When: Monday June 22, 2020, 4:00 PM to 7:00 PM
Why: To provide information regarding the project and give residents and businesses an opportunity to provide comments.

COVID-19 Concerns

The City of Oconomowoc plans to conduct the public meeting in a manner that is within the Waukesha County Gathering Guidelines related to the COVID-19 crisis. Current County guidelines allow for groups of up to 100 people with social distancing and other mitigation practices in place. This guidance is identified as a recommendation and not an order. To further provide appropriate protection, City staff and the design engineering staff from Baxter & Woodman, Inc. will be practicing social distancing and wearing protective masks at the meeting. If residents have concerns on attending the meeting, attached to this notice are the exhibits that will be presented at the meeting including pertinent information on each alternative. Residents can provide comments and questions through email or phone.

Questions and comments can be presented at the meeting or by emailing/calling:

Ryan Wallace, PE
Project Manager
Baxter & Woodman, Inc.
Phone (414) 257-3150 x3309
rwallace@baxterwoodman.com

Mark Frye
Director of Public Works
City of Oconomowoc
(262) 569-2184
mfrye@oconomowoc-wi.gov

EXISTING LOT

206 Parking Stalls
10,820 Sq Ft Green Space

CONCEPT 1

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13,410 Sq Ft Green Space

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CONCEPT 3

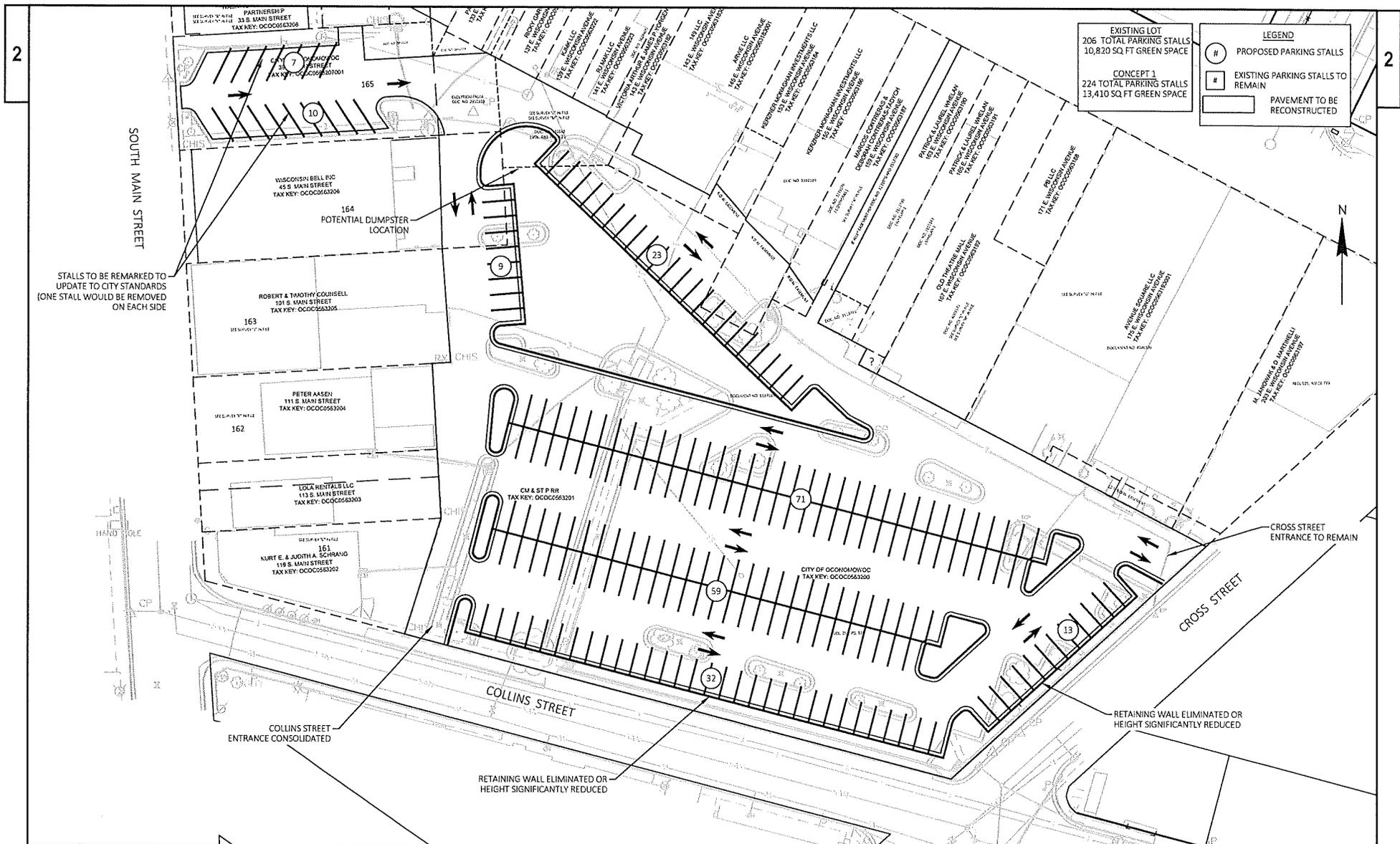
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EXISTING LOT 206 TOTAL PARKING STALLS 10,820 SQ. FT GREEN SPACE	LEGEND # PROPOSED PARKING STALLS # EXISTING PARKING STALLS TO REMAIN [] PAVEMENT TO BE RECONSTRUCTED
CONCEPT 1 224 TOTAL PARKING STALLS 13,410 SQ. FT GREEN SPACE	

STALLS TO BE REMARKED TO UPDATE TO CITY STANDARDS (ONE STALL WOULD BE REMOVED ON EACH SIDE)

POTENTIAL DUMPSTER LOCATION

COLLINS STREET ENTRANCE CONSOLIDATED

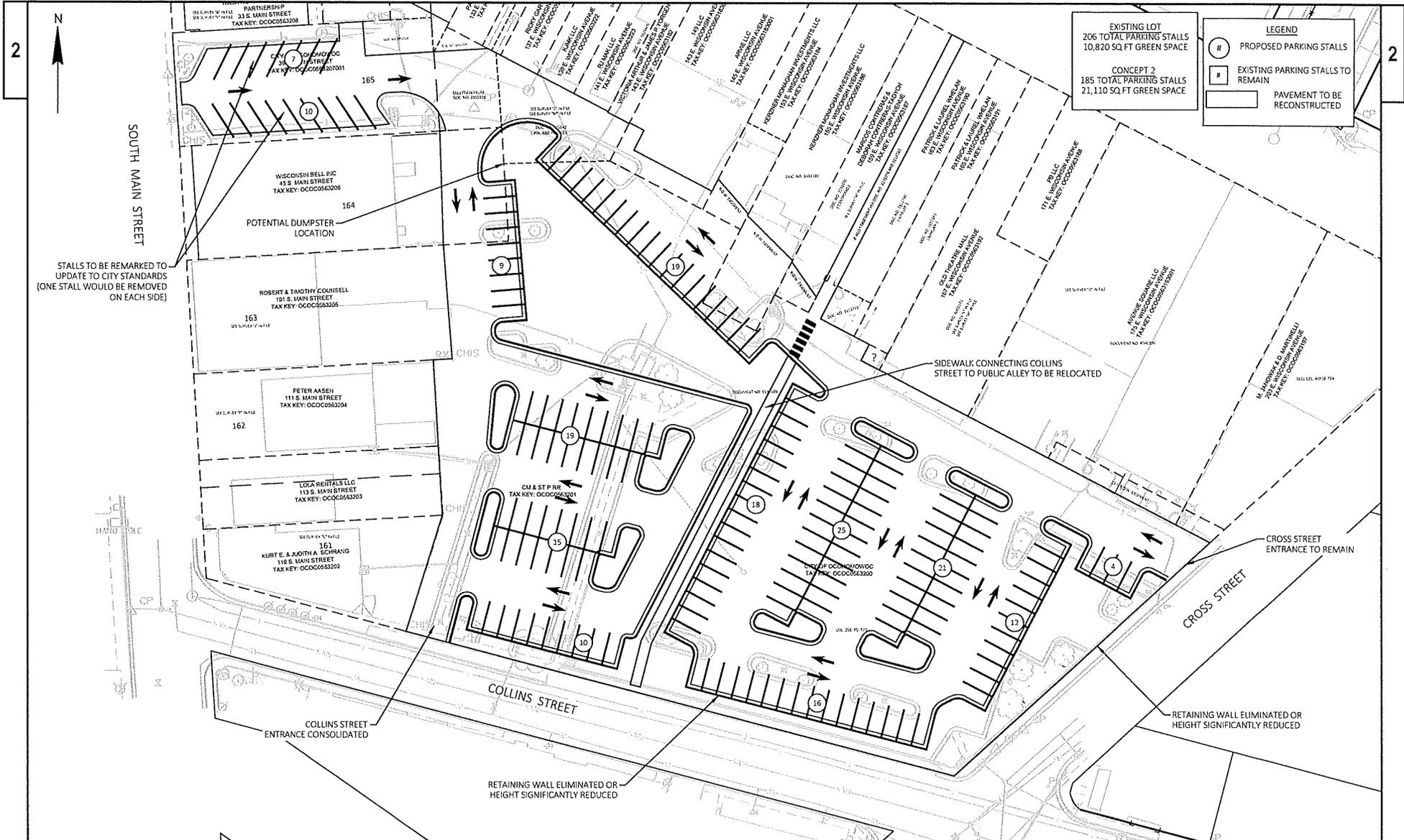
RETAINING WALL ELIMINATED OR HEIGHT SIGNIFICANTLY REDUCED

RETAINING WALL ELIMINATED OR HEIGHT SIGNIFICANTLY REDUCED

CROSS STREET ENTRANCE TO REMAIN

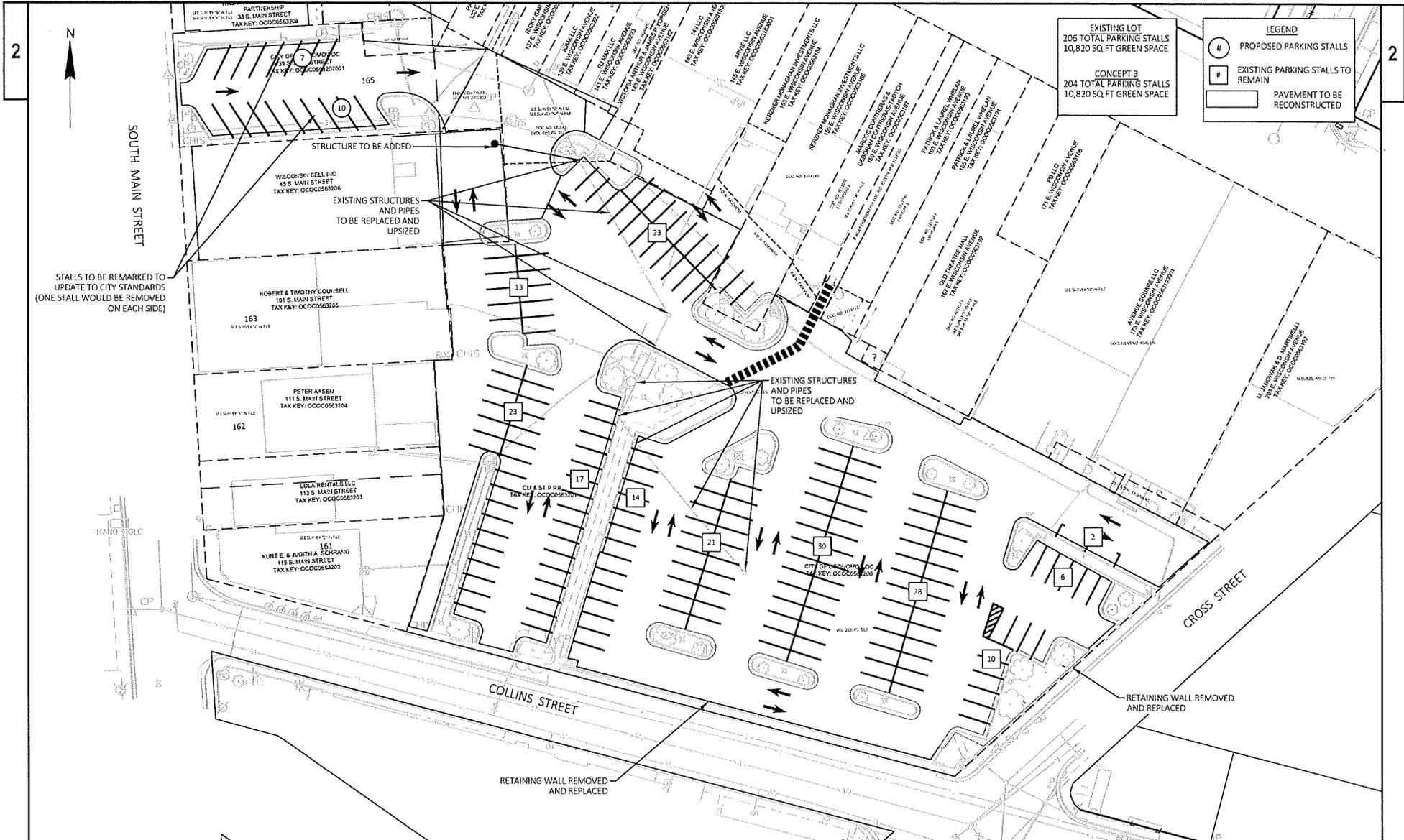
PROJECT NO: 200563	COLLINS ST PARKING LOT	CITY OF OCONOMOWOC	CONCEPT 1	SHEET	E
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FILE NAME: I:\AZURE\OCON\300563-2020 COLLINS STREET\CAD\COLLINS STREET CDD\SHSHEETS\PLAN\200563-PD-OPTION 1.DWG PLOT DATE: 6/10/2020 12:05 PM PLOT BY: JASCHA A. ATCHISON PLOT NAME: LAYOUT NAME - Plan 1 of 50 FT PLOT SCALE: 1 IN=50 FT W:\BDD\CADD\5 SHEET 42



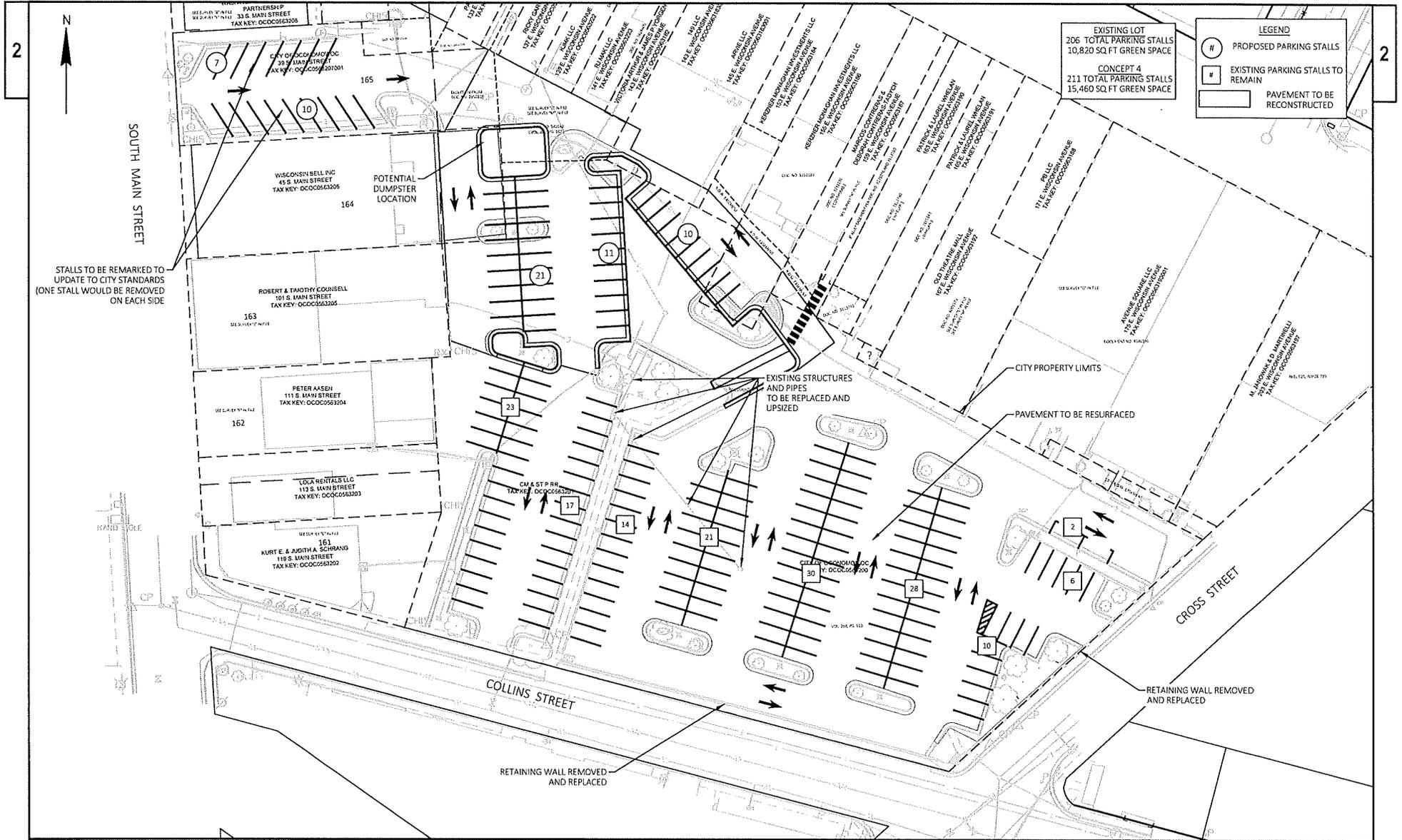
PROJECT NO: 200563	COLLINS ST PARKING LOT	CITY OF OCONOMOWOC	CONCEPT 2	SHEET	E
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FILE NAME: I:\AZURE\CON\200563-2020 COLLINS STREET\CAD\COLLINS STREET C3D\SHEETS\PLAN\200563-PD-OPTION 2.DWG PLOT DATE: 6/10/2020 12:05 PM PLOT BY: JASON A. ATCHISON PLOT NAME: SHEET SCALE: 1/4"=50 FT W:\SDOT\CAD05 SHEET 42



PROJECT NO: 200563 | COLLINS ST PARKING LOT | CITY OF OCONOMOWOC | CONCEPT 3 | SHEET | E

FILE NAME: I:\AZURE\OCC\13\200563-2020 COLLINS STREET\CAD\COLLINS STREET C3D\SHEETS\PLAN\200563-PD-OPTION 3.DWG | PLOT DATE: 6/10/2020 12:05 PM | PLOT BY: JASON A. ATCHISON | PLOT NAME: | PLOT SCALE: 1 IN=50 FT | WISDOT\CADD5 SHEET 42



PROJECT NO: 200563 COLLINS ST PARKING LOT CITY OF OCONOMOWOC CONCEPT 4 SHEET E

FILE NAME: I:\AZURE\OCON\200563-2020 COLLINS STREET\CAD\COLLINS STREET C3D\SHEETS\PLAN\200563-PD-OPTION 4.DWG PLOT DATE: 6/10/2020 12:05 PM PLOT BY: JASON A. ATCHISON PLOT NAME: PLOT SCALE: 1/8"=50 FT VISDOT\CADD\SHEET 42