



Public Works Commission Meeting Minutes - Draft

Gio DiDomenico, Chair
Mike White, Vice Chair
Greg Meyers
Brad Patton
Kevin Raasch
Katheryn Wille
Joel Wood

Monday, February 6, 2023

5:30 PM

**Castle Rock Service Center
4175 N. Castleton Court
Castle Rock, CO 80104**

This meeting is open to the public. Please note that all times indicated on the agenda are approximate and interested parties are encouraged to be present earlier than the posted time. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.

Dinner and Informal Discussion

Call To Order

- Present** 7 - Commissioner Kevin Raasch, Vice Chair Mike White, Commissioner Joel Wood, Commissioner Katheryn Wille, Commissioner Brad Patton, Chair Gio DiDomenico, and Commissioner Greg Meyers
- Attendance** 6 - Ryan Hollingshead, Dan Sailer, Ryan Germeroth, Brian Kelley, Thomas Reiff, and Monica Cammalleri

Public Comment on Items Not on the Agenda

Mike White as a member of the public wanted to discuss the issues about the snow plowing for the Town.

Dan Sailer, Public Works Director went over the snow plow policy on the residential streets and mentioned a policy adjustment for the future.

Action Items

[PWC 2023-001](#) December 5, 2022 Public Works Commission Meeting Minutes

A motion made by Commissioner White and seconded by Commissioner Raasch to approve the minutes from December 5, 2022. Motion passed 7-0.

[PWC 2023-002](#) Resolution Approving a Service Agreement with Alfred Benesch & Company for Construction Administration Assistance and Inspection Services on the Crystal Valley Interchange Project

To award a service agreement to Alfred Benesch & Company (Benesch) to provide construction administration and inspection services for the Crystal Valley Interchange (CVI) Project. The proposed scope of work within this recommended service agreement includes full time construction inspection and construction management. The utilization of these services will help ensure construction of CVI is in accordance with contract documents and Federal regulations and will in turn be crucial for the delivery of this new asset to Town of Castle Rock residents and stakeholders.

The following questions were asked by the Commission:

1. Define certified payroll?
 - a. Certified payroll reports confirm that contractors and subcontractors working on federally-funded projects are paying their employees prevailing wages in accordance with the Davis-Bacon and Related Acts.
2. Is it a requirement of the Town?
 - a. It is not required on Town funded and Town projects within Town ROW. It is required by CDOT & FHWA and federal grants.
3. Did we go out for Bid?
 - a. Yes, We posted a Request for Proposals (RFP) on BidNet.
4. What is more cost efficient, bidding out or bringing it in house?
 - a. Contracting is for short term, limited and specialized work, so bidding out is more efficient based on several factors.
 - ☐ Projects requires specific expertise that is not available in house
 - o Many specialties are unavailable except through contract
 - o Town staff are typically generalists by nature and not subject matter experts in the specialty needed
 - ☐ Bringing in an expert to Town staff less efficient when a short period of needed use is concerned
 - o Continued use of the expert/specialist position is not guaranteed
 - o Projects are typically short term in duration
 - ☐ While and in house staff member could perform certain functions for a project, and the work could be done satisfactorily, this is not an efficient or sustainable method of use of Town staff. Further, by hiring specialist for Town staff positions makes it extremely difficult to fill a position vacancy due to a limited talent pool for the particular specialty, competitive pay, and other factors.
5. Is Benesch going to handle the railroad?
 - a. Benesch will be involved in inspections and reports required by the BNSF during construction. The design team will acquire all permits from the BNSF.

A motion made by Commissioner Raach and seconded by Commissioner DiDomenico to approve the Resolution Approving a Service Agreement with Alfred Benesch & Company for Construction Administration Assistance and Inspection Services on the Crystal Valley Interchange Project. Motion passed 7-0.

Yes: 7 - Commissioner Raasch, Vice Chair White, Commissioner Wood, Commissioner Wille, Commissioner Patton, Chair DiDomenico, and Commissioner Meyers

[PWC 2023-003](#) Resolution Approving a Purchase Agreement with Wagner Equipment for (2) 2023 938 Wheeled Loaders

Requesting approval of expenditure of funds to purchase (2) Caterpillar 938M Wheeled Loaders. One loader is replacing (1) 2008 Caterpillar 930H Wheeled Loader for Castle Rock Water. The second loader is replacing (1) 2002 Volvo L90D for Public Works. Both units being replaced have reached or exceeded the end of their useful lifecycles and have met all the requirements for replacement as outlined in the vehicle replacement policy.

This request is fully funded through contributions to the Fleet Replacement Fund. We are seeking Council approval to move forward with the purchase order.

The following questions were asked by the Commission:

1. Will there be a trade in option?
 - a. No - At the end of the year the vehicles will go to auction which will include the Streets Loader. Castle Rock Water has decided to keep their Loader due to service level needs.
2. How quickly can they deliver the product?
 - a. They will be delivered in May 2023
3. Why do we have to go to Town Council if it's already in the budget?
 - a. The Town Purchasing Policy requires any purchase of \$250,000 has to go to Town Council.
4. Can we lock in prices?
 - a. The price was locked in 2022. Wagner had a 6% increase in January that we saved.

A motion made by Commissioner White and seconded by Commissioner Wood to approve the Resolution Approving a Purchase Agreement with Wagner Equipment for (2) 2023 938 Wheeled Loaders. Motion passed 7-0.

Yes: 7 - Commissioner Raasch, Vice Chair White, Commissioner Wood, Commissioner Wille, Commissioner Patton, Chair DiDomenico, and Commissioner Meyers

[PWC 2023-004](#) Discussion and Direction - Neighborhood Traffic Calming Program Amendments

The Neighborhood Traffic Calming Program is a neighborhood resident driven program that has been in place since 2007 with one revision in 2015. The purpose of the Program is to provide residents and staff a consistent, feasible, and manageable procedure for addressing neighborhood traffic concerns on residential streets where documented speeding problems or other traffic factors exist that may adversely affect the overall residential quality of life.

The following questions were asked by the Commission:

1. Is there public input when adding a speed hump in a neighborhood? Or is it decided by Public Works and Town Council only?
 - a. Traffic calming devices installed as part of the traffic calming program are neighborhood driven and any mitigation measure, such as a speed hump will involve public input.
2. How did Gilbert Street get determined for traffic Calming?
 - a. The neighborhood requested something be done through the speed mitigation process, which identified it as a safety issue.
3. How many request per year for residential vs collector streets?
 - a. Residential streets are the majority of requests, only a few residential collectors are requested on occasion - I would estimate at a 5 to 1 ratio.

4. Could there be separate funding for residential streets vs collector streets that are approved by council?
 - a. This would require a separate budget item approved by Council, or collectors could be included in one Town's safety funds if its determined to be a safety issue.
5. How does the Town pick which gets the funding first? (residential or collector)
 - a. Because funding requests or traffic calming projects have been few over the years, this issue has been funded on a first come first serve basis.
6. What is the back story for this calming amendment?
 - a. There have been some interested neighborhoods that want to install traffic calming, but do not meet the minimum qualifications for the program. This amendment would give neighborhoods an opportunity to fund and install traffic calming on their own even if they don't qualify. The Town would still need to approve of the plan and devices on the street.

A motion made by Commissioner Patton and seconded by Commissioner Wood to approve the forward a recommendation that the NTCP be modified as discussed:

Potential Amendments to the NTCP;

*** Collector Road Eligibility - modify to include residential collector streets even if they do not have homes fronting the street or driveways directly accessing the street (Council approves plan and funding, if necessary)**

*** Neighborhood / {{(HOA Funding Option (REMOVED))} - Allow neighborhoods that don't meet the program criteria to privately fund improvements {{only if the surrounding neighborhood supports the installation (REMOVED)}} and follows the existing process and approval as defined in the current program. The Town also has to approve the plan.**

Motion passed 7-0.

Yes: 7 - Commissioner Raasch, Vice Chair White, Commissioner Wood, Commissioner Wille, Commissioner Patton, Chair DiDomenico, and Commissioner Meyers

[PWC 2023-005](#)

Discussion and Direction - Knobcone Drive Neighborhood Traffic Calming Request

In early November 2022 a letter was presented to the Town requesting speed humps on Knobcone Drive. This street has previously been assessed for the same request as part of the Town's Neighborhood Traffic Calming Program and did not meet criteria. Since the Town has a formal program approved by Town Council, and this request is being made outside of this program, this request must be acted on by Town Council. The purpose of this item is to report factual findings for consideration and request the Public Works Commission provide a formal recommendation to Town Council on this matter.

The following question was asked by the Commission

1. What does it cost for the Town to put in speed humps compared to a

contractor?

- a. It would cost the contractor, \$25,000 to \$30,000 to construct. - It would cost the Town, time and other resources permitting, about \$12,000 as directed by Council.

A motion made by Commissioner White and seconded by Commissioner DiDomenico to recommend that Town Council deny the request to install speed humps. Motion passed 7-0.

Yes: 7 - Commissioner Raasch, Vice Chair White, Commissioner Wood, Commissioner Wille, Commissioner Patton, Chair DiDomenico, and Commissioner Meyers

PWC 2023-006 Discussion and Direction - Permit Parking Program

In early November 2022 Town Council directed staff to review options for a Parking Permit Program and report back on our findings and options for developing a new program. Staff reviewed twenty-two jurisdictions along the Front Range for information regarding parking permit programs. Since the Town has no formal permit parking program approved at this time, any new program or change to municipal code would need to be acted on by Town Council. The purpose of this item is for staff to share information regarding other jurisdiction's programs for the Town's consideration and request the Public Works Commission provide input to Town Council on this matter

The following questions were asked by the Commission:

Parking Permit Program

1. Where are people coming from this?
 - a. Castleview High and Douglas County High School, by the MAC and Plum Creek Parkway - Not only events but apartments are charging for parking so residents from there are parking on the street.
2. Does the Town have authority to tow and give out tickets?
 - a. The Town has the authority to ticket violations based on the adopted Model Traffic Code. We don't currently have Town managed towing capability.
3. How will this permit fees be tracked?
 - a. This would need to be determined as the policy is developed.
4. What defines a neighborhood for the permit program?
 - a. We used our research of other jurisdictions to define a neighborhood as, few as 10 homes, or neighborhood block. An area of impact to an initiated parking permit areas to surrounding roadways would need to be considered with each instance.
5. Does this program have a chance to generate revenue?
 - a. This is not intended to be a revenue generating program, rather a neighborhood quality of life program.

A motion made by Commissioner Wood and seconded by Commissioner White to recommend that Town Council direct staff to develop a formal Parking Permit program for future Town Council adoption. Motion passed 7-0.

Yes: 7 - Commissioner Raasch, Vice Chair White, Commissioner Wood, Commissioner Wille, Commissioner Patton, Chair DiDomenico, and Commissioner Meyers

Informational / Discussion Items

[PWC 2023-007](#) Project Updates

Town Council Liaison Comments

Commissioner Comments / Questions

Councilperson Hollingshead updated the Commission staff of Council items.

Adjourn

There being no further business, the meeting was adjourned at 8:16 p.m.