

Village of Weston, Wisconsin
OFFICIAL MEETING MINUTES OF THE PUBLIC WORKS & UTILITY COMMITTEE
Monday, February 10, 2020, at 4:30 p.m.

AGENDA ITEMS

1. Meeting called to order by Vice-Chairman Zeyghami at 4:30 p.m.
2. Welcome, introductions and acknowledgement of guests.

Wodalski introduced Tonia Westfall and Diane Thoune with Clark Dietz. Also, Jerry Duchine from the League of Wisconsin Municipalities was in attendance.

3. Roll Call by Recording Secretary

Jon Ziegler {C}	Absent (Excused)
Hooshang Zeyghami {VC}	Present
John Jensen	Present
Matthew Priebe	Present
Tom Hubbard	Present

4. Approval of 1/13/20 minutes.

M/S/P Priebe/Jensen: to approve the minutes from the meeting 1/13/20 meeting.
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

5. Public Comments.

None.

6. Acknowledgement of water and sewer permits and applications.

None.

PRESENTATIONS AND REPORTS

7. Sanitary Sewer Master Plan Presentation

Wodalski indicated this was completed last month and Diane Thoune and her Team at Clark Dietz have put it together. Thoune started this study in fall of 2018 and moved on to some sewer metering in Spring of 2019. We took a look at all the lift stations with Weston Staff and modeled the system using GIS. There are recommendations at the end of the study to develop the CIP and adding to some of the existing projects. The annual and maintenance programs are on page 43 of the study. The main thing being suggested along with the cleaning of mains every year is televising should be done after cleaning. When the mains are clean you can see how good of condition the sewer systems are in. It is recommended to televise in the older parts of the system first. If issues are found, they should be added to the manhole and pipe lining program. It is recommended the Village should budget for lining every year. Not every sewer is going to be lined, as PVC does not have to be lined. Zeyghami asked if the lining is cheaper than replacement. Thoune said yes. Joints that are leaking could be taken care of with lining, especially if you don't have a lot of leaks in that stretch of the system. Wodalski said a good area to look at is the sewer in the Village of Rothschild and we wouldn't have to dig up the roads to replace if we could line the systems.

Thoune indicated that lift stations are on page 14 of the study. Some of the updates were already in process such as Harlyn Lift station and Tonya/Trisha, which were part of the Village's CIP. The study didn't find many major deficiencies with the stations.

Thoune indicated they put a CIP on the very end of the study, which includes the long-term projects and the short-term projects. They did the best to try to even out the budget. They also tried to set priorities for the items that have the greatest potential to cost the most if something goes wrong. The sewer main on Weston Avenue is going to be a very substantial costs to put in. They did note that the siphon at Cedar Creek seems to be partially blocked. Fox Street sewer and lift station are on this because they cannot handle all of the anticipated new capacity for high flows or increased flows in the future. Zyghami asked how we upgrade the siphon. Thoune said we could televise it to see what the condition is and it could be a matter of upsizing it, replacement it, etc. Going down the list are maintenance items. The later ones are expansion of the system. If you look at the Inflow & Infiltration is for the most part no worse than current. We are not seeing major problems in the system in regard to I & I. Thoune said Rib Mountain just finished a recent upgrade so they are able to handle increased capacity.

POLICY DISCUSSIONS AND RECOMMENDATIONS

8. Amend Chapter 66 Solid Waste, Sections 66.121 through 66.124 to add language for Weston Yard Materials Recycling Center and Compliance Assurance Plan.

Wodalski commented there is illegal dumping of materials at the Ryan Street site. We realized we didn't have anything specific on the illegal dumping at the site, so

we want to capture that fully in our ordinances. The other part of the ordinance update is to officially have the Compliance Assurance Plan adopted.

M/S/P Priebe/Hubbard: approve adopting Compliance Assurance Plan.
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

9. Zinser Street Utility Extension – Change Order #1

Wodalski indicated a couple of items came up. Some extra excavating was needed due to underground utilities not initially marked on the plans. Included is a letter from Becher Hoppe with their recommendation. Some items were negotiated out on the extra digging. Priebe asked why the lines were missed. Wodalski indicated that the lines were just missed during the survey or perhaps weren't initially marked. Swenson said they were fairly close together, two closer together and one a little farther away.

M/S/P Jensen/Hubbard – approval to accept the change order #1.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Member Present:

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

10. Capital Improvement Plan Scoring

Wodalski stated he found an error in one of the formulas so there is a slight difference from what is on the screen as compared to what was sent out in the packet. Overall the top 5 were still the top 5. For the Enterprise funds we have our storm water modeling which came in the top project which should be starting in the next week or so. In future years it won't just be six items, it may be 12 or 14. Donner said he thinks the crossing of the river is important so we can address some private systems that need to be replaced. This would also give us some development expansions in that area as well. We may want this in the 5-year capital plan. Zeyghami thinks some of those old systems are contaminating the river. Wodalski is looking for feedback and your thoughts on the list. We will be reviewing the CIP yearly. Wodalski asked if the committee needed any other information to make decisions. There were not too many disparities from Committee versus employee ratings. We are open to ideas if anyone has any ideas that can make this

process better. Priebe said last time we didn't have enough information regarding equipment hours used and repair costs. Having that additional information would make the ranking better. Priebe would also like from Wodalski on the ideas from the staff which would also help them make better rankings.

Wodalski said curb repairs and overlays are general, so we can repair the ones that need to be fixed right away where it might not be the whole 2 miles stretch. It could be maybe 1/2 mile that needs overlay.

We will put these in order and refine as we go forward. Wodalski said both utilities have some cash reserves right now but that is money that has to be applied to capital projects. Wodalski said these are projects for a 5-year plan.

11. Disposition of Surplus Property

Wodalski is trying to get through our excess equipment – the equipment/items we don't use anymore. We may have kept it to use part(s) off of it but we are holding onto these old pieces. We are trying to clean things up. We have 2 cargo vans which were both used by our building inspectors. Irrigation reel we have had for 15 plus years and we have used it 2-3 times, so it is taking up space. There are trail gates built to put on the asphalt multi-use path along Schofield Ave, which were never installed. These are larger items taking up space. Another item is a trailer that was replaced in 2019 so the old version we want to get rid of. Staff's proposal is to put the old equipment on the Wisconsin Surplus Auction Site where we can put a minimum of what we want.

M/S/P Priebe/Jensen - approved to put on auction site.
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Member Present:

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

12. Outsourcing of Utility Bill Printing and Mailing

Donner said we have talked about this for some time. Wodalski stated there would be about \$3,756 savings in a year. Donner said the other step we may want to consider is going to monthly billing. The outsourcing would be a stepping stone if we ever wanted to go this route. It was noted the Village of Rothschild had a Facebook post this week offering to the Public whether they wanted to stay on quarterly billing or go to monthly. Donner said only thing is that people are used to getting billed monthly. Wodalski said that Coleman now has some of our frequent fliers setting up smaller payments each month and then they have a credit when their quarterly bill comes they don't have much to pay.

M/S/P Priebe/Jensen approve 3 year service agreement for outsourcing utility printing/mailing.

Yes Vote: 4 No Vote: 0 Abstain: Not Voting: 1 Result: Pass

Member Present:

Jon Ziegler	----
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

13. Wayfinding Signs: Request for Proposals

Wodalski is talking on behalf of Planning and Zoning. The roles and responsibilities of the Public Works committee is to oversee Requests for Proposals. The Wayfinding Signs will be assigned to Chartrand to get RFPs – the dates will need to be changed as proposals are not out yet. Staff is making the committee aware of it and if you have any suggestions or feedback for them before they send it out. A requirement to submit a timeline will be added to the request. Donner said this is just information purposes. There will be 3 different kinds of signs, different funding sources that we can use. Once the proposal comes back we can then discuss the costs.

M/S/P Priebe/Jensen – acknowledge Wayfinding Signs information.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Member Present:

Jon Ziegler	----
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

RESOLUTIONS/ORDINANCES

14. Resolution No. 2020-002 for special assessments for street improvements for the Weston School Neighborhood East Reconstruction Project.

Wodalski stated as we get closer to beginning this project, we are looking at the Special Assessment process. The Preliminary resolution authorizes staff to move forward with the project and conduct the engineer's report and hold the Public Hearing in March. The main assessments are the driveway approaches which are assessed at 100%. There is a vacant lot which is proposed to have water and sewer connections. If resolution approved, we can get the letters out to the residents

affected with the estimates of their costs and a hearing scheduled. We have tried calling the vacant lot owner without success. Hubbard asked if the street is widening. Wodalski said it will go from 11 foot lanes to 13 foot lanes. It will have 30 feet of hard surface (the 2-13 foot lanes and then 2 feet of concrete shoulders on each side) versus 22 feet.

M/S/P Hubbard/Jensen – accept motion on Resolution No. 2020-002.
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Member Present:

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

FUTURE ITEMS

15. Next meeting date(s):

a. Monday, March 9, 2020 @ 4:30 p.m.	Regular Meeting
b. Monday, April 13, 2020 @ 4:30 p.m.	Regular Meeting
c. Monday, May 11, 2020 @ 4:30 p.m.	Regular Meeting
d. Monday, June 8, 2020 @ 4:30 p.m.	Regular Meeting
e. Monday, July 13, 2020 @ 4:30 p.m.	Regular Meeting
f. Monday, August 10, 2020 @ 4:30 p.m.	Regular Meeting

16. Topics for future meetings

a. Special Assessment hearing will be set for 3/12/20 at 6:00.

17. Remarks from Administrator

Donner said the municipal facilities planning is looking at construction of a new facility. There was a desire to contact our neighboring communities to see if they wanted to partner with us. There has been some discussion on equipment sharing. Equipment sharing becomes tricky though. When the Village tried to share a ladder truck with Wausau, questions arose on who maintains it, safety training, etc. The County and City have different levels of staffing. There was a lot of discussion, we will send notes to the Public Works Committee. The Parks Services could possibly be done regionally. DC Everest wanted to know about us housing salt. The Parks Department is working with Marathon County on their parks and it may be something we can do down the road. Wodalski said the sewer truck is a specialty truck and we have gone out to Kronenwetter to help them out. When we shared equipment in the past we have always provided the staff with the equipment. Raczkowski mentioned that the City had 2 sweepers and their third shift person would go out and sweep all summer long. The City is

tight on people also. It could be the schedule may be unrealistic to try to balance. As far as salt sharing/storing – we could look at the County’s agreement with the State of Wisconsin. Once we are in our new building, we could possibly look at this. Donner mentioned he attended the DC Everest ribbon cutting for the Technical Education Center – laser cutting of wood and metal and skills for local manufacturers. It is quite impressive. The shop they have has portable hoists, new air intakes, vacuums, etc. They received donations from local manufacturing.

18. Remarks from Staff

a. Sanitary Sewer Rate

Swenson says after a number of months, we are moving in the right direction. There were some issues with the Cassell reporting where we were 90 million gallons short and we found the adjustments and they were fixed. By the March meeting we will have information together on our rates and if we keep them the same or increase them.

b. Sunday’s Snow Storm

Wodalski said with Raczkowski’s help we are trying to track costs of different tasks and events. Raczkowski said that this last snow storm cost about \$10,000. It is nice to know where people’s money goes and get the report out there on what it costs. Raczkowski said the state has average rates for equipment and how it gets classified, labor, and more information we have.

19. Announcements.

None.

ADJOURNMENT BY 5:52 P.M.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Jon Ziegler	----
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes