

Village of Weston, Wisconsin
OFFICIAL MEETING MINUTES OF THE PUBLIC WORKS & UTILITY COMMITTEE
Monday, June 8, 2020, at 4:30 p.m.

AGENDA ITEMS

1. Meeting called to order by Chairman – Nate Fiene at 4:30 p.m.

2. Welcome, introductions and acknowledgement of guests.

None.

3. Roll Call by Recording Secretary Coleman:

Nate Fiene {C}	Present
Hooshang Zeyghami	Present
Jon Ziegler {VC}	Call-In
John Jensen	Excused
Tom Hubbard	Excused

4. Approval of 5/11/20 minutes.

M/S/P Zeyghami/Ziegler: to approve the minutes from the 05/11/20 meeting.
Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: Pass

Nate Fiene	Yes
Jon Ziegler	Yes
Hooshang Zeyghami	Yes
John Jensen	Excused
Tom Hubbard	Excused

Public Comments.

None

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<https://zoom.us/j/96039704695>

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Meeting ID: 960 3970 4695

ACKNOWLEDGE WORK PRODCUT TRANSMITTALS

5. Acknowledgement of water and sewer permits and applications.

2302 Bellewood Ave	- Paid
2108 Sherwood Ave	- Paid
4906 Quirt Sann Dr	- Paid
5105 Quirt Sann Dr	- Paid
5202 Quirt Sann Dr	- Paid
7102 Commerce Dr	- Paid

M/S/P Zeyghami/Ziegler: to acknowledge water and sewer permits.
Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: Pass

Nate Fiene	Yes
Jon Ziegler	Yes
Hooshang Zeyghami	Yes
John Jensen	Excused
Tom Hubbard	Excused

EDUCATION, PRESENTATIONS, AND REPORTS

6. 2019 Municipal Separate Storm Sewer System (MS4) Report

Wodalski reported this is an update for the committee members. Being an MS4 community, one of the requirements is to provide educational information to the community and elected officials. Throughout a year, staff will generally update the committee on various storm water studies, but Wodalski wanted to make sure the annual report was made available for review as well. Currently, the Village is undergoing a study to review the Phosphorus requirements for the Wisconsin River Basin. Another item of note is checking for illicit discharges to the storm water system, which is checked annually, and this year no illicit discharges were found.

The Village building inspectors look at erosion control and other site stabilization measures as part of their normal inspection schedule for properties. This year, the Village gave out 14 verbal warnings, 1 stop work order, and 8 written work orders due to sites not being in compliance with erosion control measures. Staff is working

on fine tuning efforts to ensure DNR rules that we adopted in our ordinance are being properly enforced.

Fiene asked how this year compared with previous years. Wodalski stated 2019 was very similar to previous years. Zeyghami asked what the educational opportunities were that the Village uses. Wodalski said the Village is a member of the North Central Wisconsin Stormwater Coalition which sponsors many of the activities for the public. An example is there were coalition members that went to different FFA Clubs and reviewed how fertilization of farm fields affects water bodies. The coalition then would review best practices to mitigate the runoff problems that are experienced downstream. Zeyghami asked how phosphorus is removed from storm water. Wodalski stated it is similar to how suspended solids are removed by utilizing swales and basins. Each treatment type has a certain amount of phosphorus removal capabilities. The phosphorus study will be looking at the different basins, the amount of contact time in the ditches and determines how much phosphorus is being removed from those treatments.

M/S/P Zeyghami/Ziegler: Acknowledged.
Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: Pass

Nate Fiene	Yes
Jon Ziegler	Yes
Hooshang Zeyghami	Yes
John Jensen	Excused
Tom Hubbard	Excused

7. Draft Water Master Plan Improvements Workshop Notes

Wodalski stated the Village is nearing the end of the water master plan study with AECOM. Some highlights from the workshop last week is it is noted there is an inadequate reliable supply capacity from the wells currently. The existing capacity is 3.31 million gallons per day and it is showing we should be at 3.41 millions of gallons per day. Projecting out to 2040, it appears the Village will be about 2.7 million gallons per day short with the current well supply. Donner stated this study will justify the need for Well 7. A new well and water tower are Capital Improvement Projects the utility will need to address in the near future. Additionally, the study notes other improvement needs such as well rehabilitations, electrical improvements, the Ryan Street crossing, and Scada upgrades.

The type and age of pipe is also important to note. The utility has cast iron pipe and asbestos pipe that is 50-60 years old range. We also are looking at our break history and what the common causes are. An example are the current main breaks along Jelinek Ave. Those valves are from the late 80's and the utility has had problems with valves from that time leaking. Looking at projects moving forward, it's important to note not just what the surface condition is, but also what the characteristics of the pipes underground are too.

M/S/P Zeyghami/Ziegler: acknowledged.
Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: Pass

Nate Fiene	Yes
Jon Ziegler	Yes
Hooshang Zeyghami	Yes
John Jensen	Excused
Tom Hubbard	Excused

POLICY DISCUSSIONS AND RECOMMENDATIONS

8. Harlyn Ave Lift Station Change Order No. 2

Swenson mentioned the fine grading was completed and paving should be in the next day or so. The new station is up and running and the old station was filled with concrete last week. The Change Order is for the concrete slab the generator and control panel are located on. There is limited access between the two items. The additional portion of concrete will be added to the East and West sides to allow better access and also eliminate a potential trip hazard for staff. Staff did look at taking the air intake structure off but leaving it on will make the generator work better. It was decided it is best to leave it on. The total additional concrete is 3 ft on either side to be added. Wodalski said the cost for the additional slab is \$775. Zeyghami asked if the engineering fee increased due to the change order, and Wodalski said only the construction cost.

M/S/P Ziegler/Zeyghami: approval of Harlyn Ave lift station change order No. 2.
Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: Pass

Nate Fiene	Yes
Jon Ziegler	Yes
Hooshang Zeyghami	Yes
John Jensen	Excused
Tom Hubbard	Excused

9. Discussion of Ryan St Utility Crossing RFP responses

Wodalski noted proposals were due last Wednesday. Going through an initial review there were several items that popped up. Wodalski contacted a couple consultants today asking for clarification on certain items. The key is to make sure the full scope of work is being proposed. All firms are well qualified so it is tough combing through the proposals to make sure they are being compared fairly. Staff is thinking of taking this item to the Village Board to save a month for design time.

10. Recommendation to send out the Crestwood Acres Neighborhood Reconstruction RFP

Wodalski stated the Village Board endorsed the Capital Improvement Plan for 2020. The design cost for the Crestwood Acres reconstruction was included for this year. The RFP has been put together which is similar to what we had for other projects. The project will consist of full replacements of sewer and water mains, reconstruction of streets, upgrade to the drainage network. There will need to be an analysis done to determine how the storm water will be treated before a street section can be selected.

Wodalski stated it has been past practice to wait until after design was completed to then get a contract for construction services. Wodalski asked the committee if they had any thoughts on asking for construction services costs as part of the design proposal. Typically, construction services is awarded to the design engineer as a contract amendment. If we included construction services in with the design proposal, we would save us a step in this process. Zeyghami stated if the design engineer knows they'll be selected for construction services, they could hide certain costs from the design contract and then make up for it with the construction contract. An advantage is that the design engineer knows their design so it should save time in looking up information and answering questions during construction.

Wodalski stated he removed the section for reference checks as those typically don't reveal much during the selection process. Most firms do not give you a reference for a project they had done poorly. Staff will still ask for previous projects.

M/S/P Zeyghami/Ziegler: approval of RFP for Crestwood Acres Neighborhood Reconstruction

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 2 Result: Pass

Nate Fiene	Yes
Jon Ziegler	Yes
Hooshang Zeyghami	Yes
John Jensen	Excused
Tom Hubbard	Excused

11. Discussion on the Weston Avenue Corridor Study

This item is for discussion only. Donner indicated there is a corridor planning study underway with planning consultant Mark Roffers. He has worked with the Village for the Camp Phillips Corridor Study and the Schofield Avenue Study. The

next focus is for Weston Ave as there were several projects identified in the TIF 1 project plan. Weston Avenue in the long term will take on more traffic and there is potential for future development. Infrastructure is an important piece of the possible development as sewer, water and street improvements will be needed to support future development. The study will look at land uses and recommended street design and cross sections. Weston Ave is projected to be principal arterial going from Camp Phillips east to CR-J. This would be the main access point to any development. One other aspect is the potential connection of Transport Way to Weston Ave. This is probably going to be a 1-year project. The TIF 1 project funding Window is closing soon and TIF funds need to be spent by 2026.

12. Discussion on Sidewalk Policy

Wodalski stated last meeting there was discussion specifically for the cul-de-sac streets of Arrow and Sunset. The question is, do we want to make any changes to the sidewalk ordinance? The purpose of the complete streets policy is to have more areas for people to connect. Development code discourages dead end streets and cul-de-sacs. The Comprehensive Plan prioritizes filling gaps in pedestrian networks and prioritizes projects near schools, parks and along arterial and collector streets.

The subdivision ordinance has sidewalk requirements on both sides of a street. If we want to make exceptions for certain areas in the village, we need to be consistent with how those are handed. Zeyghami said people walk a lot these days and in this subdivision, we can't go against policy. If there is a need to change the ordinance, then we need to do that first. Zeyghami thinks we need to keep sidewalk requirements in the ordinance. Zeyghami said an example to look at is the walking bridge over Highway 29. This was a project people said no one would use, but a count was done and it was very surprising on the number of people that use it on a regular basis. Wodalski said he thinks we should look at making any changes now before we start getting into a lot of Capital Projects. For instance, there is the Weston School Neighborhood Project right now, but there is also the Callon Ave water main extension project coming up, the Ryan St utility crossing project and the Crestwood Acres Neighborhood. All of those have various zoning and adjacent land uses and he could envision those areas having different requirements. Ziegler stated he thinks staff should put together a proposal and bring it to the board and they can look at it.

RESOLUTIONS/ORDINANCES

None.

FUTURE ITEMS

13. Next Meeting date(s):

- | | |
|--|-----------------|
| a. Monday, July 13, 2020 @ 4:30 p.m. | Regular Meeting |
| b. Monday, August 10, 2020, @ 4:30 p.m. | Regular Meeting |
| c. Monday, September 14, 2020, @ 4:30 p.m. | Regular Meeting |
| d. Monday, October 12, 2020, @ 4:30 p.m. | Regular Meeting |
| e. Monday, November 9, 2020, @ 4:30 p.m. | Regular Meeting |

14. Topics for future meetings.

15. Remarks from Administrator

16. Remarks from Staff

a. CIP Project Status Updates:

1. Zinser St Utility Extension. This project should be completed soon, there is just some ditch restoration left. The road is paved and utilities installed. Once the final costs are approved the final assessments will be determined.
2. Harlyn Ave Lift Station Swenson mentioned earlier the final items being done.

b. Operations Staff Updates

1. Watermain flushing is ongoing. IT Director Crowe has been working on a water main flushing program. Staff can better track progress, for instance we can see staff is 55% completed.
The County Road J Kayak launch is open and ready for use. Raczkowski noted that sink holes around inlets and catch basins are starting to surface and staff is repairing those as they come up. Additionally, manholes are being raised right now before the asphalt overlay projects.

Zeyghami noted there is some damage to the Kayak landing by the Eau Claire River bridge. Raczkowski will take a look at.

2. Well Rehabilitations – The Kerry well was put back online today and Mesker well should be up and running shortly. Digger’s Hotline Locates are coming in constantly. There were 300 plus locates for the past month.

17. Remarks from Committee Members. Zeyghami thinks we should follow the ordinance for sidewalks. Donner said we are dealing with sidewalk issues all of the time and it has always been one of those controversial topics. The zoning code should be followed, and it is not up to staff to make a decision that is not allowed under current code. Once an exception is made it opens the door for others down the road to want the same change. Zeyghami said a recommendation should be brought to the Board and the board can vote on it.

18. Announcements

ADJOURNMENT BY 5:41 P.M.