

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 29, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – D.5.**



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, August 1, 2016, at 4:30 p.m.

A. Opening of Session.

1. Meeting called to order by Acting Chairman Ostrowski at 4:34 p.m.
2. Clerk will take attendance and roll call.

Roll call indicated 4 Property & Infrastructure Members present.

<u>Member</u>	<u>Present</u>
Ziegler, Jon	No
Hubbard, Tom	Yes
Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

Village staff present were DPW Keith Donner, Michael Wodalski, and Donna Van Swol. Other visitors present Isaac Dolan from AECOM and Dan Borchardt from MSA.

3. Request for silencing of cellphones and other electronic devices.
4. Acknowledgment of visitors if any.

B. Comments from the Public on Matters Pertaining to Committee Business. None.

C. Presentation. None

D. Consent Items for Discussion/Action.

5. Approval of previous meeting minutes from 6/06/2016.

****M/S/P Jensen/Mumper: to approve the minutes from the meeting of June 6, 2016 as presented.***

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

6. Water/Sewer permits LCON-6-16-6765 & LCON-7-16-6855.

M/S/P Jensen/Hubbard: to approve water/sewer permit LCON-6-16-6765 & LCON-7-16-6855.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes

Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

E. Business Items for consideration, discussion, and action.

7. Recommendation to Award 2016 Schofield Avenue Concrete Pavement Maintenance

Contract. Wodalski reported as part of our maintenance budget for this year we budgeted \$80,000.00 for Schofield Avenue concrete paving repairs. We also received funding through a local road improvement program from the state for concrete maintenance repair on Schofield Avenue. This would be in the eastbound lanes from Normandy Street through the Target/ACE intersection. This will take care of a lot of the deteriorated joints, we had a few “blow-ups” in this street section, and some utility adjustments for inlets that have sunk a little over the years. We received two bids for the project CPR, Inc. in the amount of \$95,045.00 and Norcon in the amount of \$91,825.00. We are going to utilize some of the pavement marking fund to cover some of the additional cost. Staff recommends awarding the bid to Norcon in the amount of \$91,825.00.

****M/S/P Jensen/Hubbard: to recommend to the Board of Trustees to award the 2016 Schofield Avenue concrete pavement maintenance contract to Norcon in the amount of \$91,825.00.***

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

8. Acknowledge Resolution Adopting Compliance Maintenance Annual Report (CMAR) for

Wastewater Collection System (adopted by Village Board on 6/20/2016). Donner reported we filed a compliance maintenance annual report in June by resolution of the Village Board.

****M/S/P Mumper/Jensen: to acknowledge the filing of the Compliance Maintenance Annual Report (CMAR).***

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

9. Approve Professional Services Contract with MSA Professional Services for Update of Sewer

User Ordinance and Rates. Donner reported we are looking at updating our sewer use ordinance. We would like to review how our rates are structured and how we are charging for high strength waste. We want to explore the possibility of a sewer lateral insurance program. We would evaluate whether or not we want to maximize a customer’s amount of exposure if a sewer lateral needs to be replaced. The ordinance will address the sewer lateral is the customer’s responsibility from the point of connection at the main all the way into the home. It is done this way because we cannot control what is disposed of down their sewer lateral. By the same token they are exposed to what takes

place in the public right-of-way i.e. borings, utility operations, etc. We received proposals from MSA Professional Services, Strand Associates out of Madison, and Becher Hoppe. After evaluating the responses and considering the qualifications staff recommends MSA Professional Services in the amount of \$19,800. Included with the meeting materials was a recommendation from Roth Professional Solutions, our engineering consultant, to retain MSA Professional Services.

****M/S/P Jensen/Mumper: to recommend to the Board of Trustees approval of a professional services contract with MSA Professional Services to update the sewer user ordinance and rates in the amount of \$19,800.***

Yes Vote: 3 No Vote: 0 Abstain: 1 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Abstain
Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

10. Contract with Layne Christensen for Maintenance/Rehabilitation of Well 5 (Bloedel Ave.).

Donner reported this is an anticipated expense and is included in the 2016 operating budget. We are proposing to pull the pump and televise the well, in addition to needing to clean the screen and well. Staff recommends approval of a contract with Layne Christensen in an estimated amount of \$23,312. Donner added not all items may be necessary in the contract, there is also the possibility of requiring some unforeseen maintenance or repair. There is enough money in the budget to cover potential additional work to the well.

****M/S/P: Mumper/Hubbard to recommend to the Board of Trustees to approve the contract with Layne Christensen for the rehabilitation of Bloedel well (well 5) in an estimated amount of \$23,312.***

Yes Vote: 3 No Vote: 0 Abstain: 1 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Abstain
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

11. Utility Annual Report. Donner reported in the interest of getting our “story told” for Public Works and Utilities, Administrator Guild has been encouraging staff to put together public relations information. We need to update some information on our website. Staff has been working on an annual report. A draft copy was included with the meeting materials to review. The information will be put on the website. Donner thought in the future we may combine this report with our annual water quality report.

12. Acknowledge 2015 Annual Water Quality Report for Weston Municipal Utilities. Donner reported in late June we mailed a postcard to our Water Utility customers with a direct website link to the full 2015 annual water quality report with the required information.

****M/S/P Jensen/Hubbard: to acknowledge the 2015 Annual Water Quality Report for Weston Municipal Utilities.***

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

F. Reports.

13. Deputy Director, Public Works.

- Wodalski reported the lift station work started last week. They are currently working on the bore across Ross Avenue. This portion of the project should be done by tomorrow. The road will be closed again in a couple weeks.
- The LED lights are almost complete. Only a portion of Schofield Avenue needs to be completed. The lower energy use with the new light fixtures should reflect in lower electric bills.
- The E. Everest Avenue connection to the Ridgeview Subdivision project has started.
- Have been getting utility information requests from REI for the Misty Pines Subdivision.
- Moving forward on drafting the capital improvement plan for the next 5 - 10+ years. We have the Plan-it software up and running.
- Last week a thin overlay was placed on Callon Avenue. The road was rated a number 3 in our PASER rating.
- River Pines should have an overlay placed by next week.
- Work on the Ross Avenue / Eau Claire River bridge deck started last week.
- Chip sealing will start in about two weeks.
- Will be working with Rothschild with some pavement striping on Volkman Street.
- A new sewer camera was delivered and installed last week. The software on the new camera will allow us to integrate it with our GIS software and we will be able to put this information onto our maps.
- Continue to work on public education on street maintenance.
- Working with the Aspirus YMCA youth program to coordinate an event to have our public works staff operate some equipment for the kids.
- The State is looking at about a \$1 billion shortfall going into the next budget. Which could mean less money made available to local governments.

14. Director, Public Works and Utilities.

- Donner reported the developer is finishing up on his public improvements in the Ridgeview Subdivision. This project is a little unique where the plat was approved and we did not have securities.
- Working with Rothschild as they are preparing to begin installing a parallel water main on Business Highway 51 along an easement from Weston on the Foremost Dairy site. We will need to update the agreement with Rothschild. Foremost is interested in getting a fire protection line from Rothschild's distribution system. Donner has a meeting later this week with Foremost.
- Focus for the next month will be on capital improvement plan. We are trying to update our Tax Increment Finance District Chapter in the comprehensive plan.
- Focus the next few months is to update planning Camp Phillips/STH 29 interchange and Camp Phillips Road corridor.
- We are in the process of having a rate case evaluated for the Water Utility by Ehlers (our financial consultant) by mid-September. We may need to have a meeting in September to discuss the rate case before filing it with the PSC.

Ostrowski asked about the job trailer placed by the hospital. Donner explained the temporary job trailer is anticipated to be on site for about two years, while the hospital expands a bed tower. The job trailer will be connecting to water and sewer off Weston Avenue.

Ostrowski asked about the stop work order for the new development on the Target site. Donner stated the contractor was starting construction before they had any approvals.

15. Report from Administrator. None.

G. Communications and Recommendations from Committee Members. None.

H. Set next meeting date and discuss items for next agenda - Monday, October 3, 2016 @ 4:30 p.m.

I. Adjourn.

Ostrowski adjourned the meeting at 5:21 p.m.

Donna Van Swol, Utility Clerk