

**Village of Weston, Wisconsin**  
**OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE**  
**Monday, October 3, 2016, at 4:30 p.m.**

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**A. Opening of Session.**

1. Meeting called to order by Chairman Ziegler at 4:33 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	Yes
Hubbard, Tom	No
Jensen, John	Yes
Mumper, Roy	Yes
Ostrowski, Kevin	Yes

Village staff present were DPW Keith Donner, Michael Wodalski, Administrator Guild, and Donna Van Swol. Board member present was Loren White.

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 8/29/2016.

***\*M/S/P: Ostrowski/Jensen: to approve the minutes from the meeting of August 29, 2016 as presented.***

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

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

6. Water/Sewer permits LCON-8-16-6986, LCON-9-16-7001, & LCON-9-16-7056.

***M/S/P Jensen/Mumper: to approve water/sewer permits LCON-8-16-6986, LCON-9-16-7001, & LCON-9-16-7056.***

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

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

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

- 7. Request for Sewer Credit – 809 Richey Street.** Donner reported the property owner at 809 Richey Street requested a lawn watering credit on their August 2016. The customer stated they were not aware that Weston eliminated the sewer seasonal credit threshold last year. In 2015 an article was included in our annual Consumer Confidence Report, it was on our website, and we also mailed a postcard (September 2015) to residential customers stating we would allow the sewer credit for 2015 provided an irrigation meter was installed prior to April 30, 2016. Staff recommends denying a seasonal sewer adjustment for this customer.

***\*M/S/P Jensen/Mumper: to deny the request for a sewer credit for 809 Richey Street.***

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

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

- 8. Discussion on Billing for Leak Adjustment.** Donner reported the customer requested a leak adjustment after repairing a leak to their irrigation system. This customer does not have a second water meter for the irrigations system. Staff will make an adjustment based on the existing policy and is informing the committee per the policy.

***\*M/S/P Mumper/Ziegler: to acknowledge the leak adjustment using the existing policy.***

- 9. Contract with MiTech for Preliminary Design and ROW Plat for Transport Way.** Donner reported the contract would be for design and ROW plat for Transport Way. This project ties in with our planning for the development of the southeast quadrant of the interchange of Camp Phillips Road and STH 29. Also for long term planning with respect to access control on Weston Avenue. Weston Avenue is classified as an arterial street from Birch Street to County Road J. As development occurs we want to make sure access is limited to public streets and perhaps from some entrances that currently exist. We are trying to prevent the private access for the four lots on the south side of Weston Avenue, east of Camp Phillips Road. Staff envisions a connector street from Transport Way up to Weston Avenue and internally abutting the 40 acres to the east. For the four lots the preference would be to have a rear access road or alternatively a frontage road that would connect to a future north/south street that would intersect Weston Avenue. The future road would also match up with development that may occur on the north side of Weston Avenue. Earlier this year we had contacted all the property owners on the south side of Weston Avenue and asked permission to perform wetland and topo surveys to prepare a preliminary street design. We did not get permission from the property owners from the two lots in the middle. We expect to be able to obtain enough information using aerial and topography maps to help fill in the gaps. We received proposals from three engineering firms outlined below. Staff recommends going with Mi-Tech.

Consultant	Proposal	Estimated Hours
Mi-Tech	\$ 24,300	297
Becher Hoppe	\$ 48,800	473
MSA	\$ 68,850	740

***\*M/S/P Jensen/Ostrowski: to recommend to the Board of Trustees approval of the contract with MiTech for the preliminary street design and preliminary ROW plat for Transport Way in the amount of \$24,300.***

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

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

- 10. 2017 Utility Van Purchase.** Wodalski reported for the four utility vans the practice is to replace them on a five-year rotation. Van number 5 is due for replacement. The cargo van we purchased in the past has been discontinued. We are looking at a taller sprinter type van. We also checked out a pick-up truck with a cab and utility box. Staff prefers the 2017 Ford Transit van due to the cargo capacity and the height of the doorway was taller. The estimated trade in amount is anticipated to be ±\$10,000. This van would be purchased from the Water Utility fund.

Dealer	Total Price
Fred Mueller – 2016 GMC Sierra 2500HD 2WD	\$ 35,195.00
Fred Mueller – 2017 GMC Savana Cargo Van RWD	\$ 29,820.00
Scaffidi – 2017 Ford Transit – 150 Medium Roof Van	\$ 32,319.50
Scaffidi – 2017 Ford F250 XL 4WD	\$ 35,003.50
Scaffidi – 2017 Ford F250 XL 2WD	\$ 32,792.50

***\*M/S/P Ziegler/Mumper: to recommend to the Board of Trustees to purchase the 2017 Ford Transit van from Scaffidi in the amount of \$32,319.50.***

## F. Reports.

### 11. Deputy Director, Public Works.

- The E. Everest Avenue connection to Ridgeview Subdivision was paved. Some brick still need to be placed in the traffic circle.
- Working with REI and PGA regarding Misty Pines Subdivision.
- Street maintenance is mostly completed. There are some small paving jobs that still need to be completed.
- Work is underway on Jones Street fixing the soft spots.
- Leaf pick-up will start the week of October 17. There will be two passes through the village about three weeks apart from each other.
- Have one more staff review to be completed this week.
- Working on the wage and compensation matrix as we move forward with the pay for performance plan. Talked with representatives from Kansas as to how they implemented a pay plan and how it could be incorporated into the village plan.

- Turn out for Transportation meeting last Thursday.
- We received a rejection letter from the State regarding the grant for connecting the southwest end of the village.

**12. Director, Public Works and Utilities.**

- Turn out for Transportation there were 77+ representatives present at the meeting. There were similar events going on throughout all 72 counties in the state. The purpose of the meetings is to call attention to the need for street and road funding. We need the authority to solve these problems locally.
- Capital Improvements partnering on a potential library branch, etc. Next Wednesday will be our first budget meeting. We will discuss our water rate case and upcoming budgets for the utilities. Water Technologies believes there is about \$1M of improvements needed for the pool. Park Director Osterbrink wasn't necessarily in agreement that all the improvements were identified.
- All utility staff reviews have been completed.

**13. Report from Administrator.** None.

**G. Communications and Recommendations from Committee Members.** Guild reported that staff is working on budgetary items. There are three budget meeting workshops scheduled in 2 hour segments on Wednesday October 12, October 26, and November 9. The public hearing adopting the budget will be November 21. On the first Monday in December we will adopt the three utility budgets.

**H. Set next meeting date and discuss items for next agenda - Monday, November 7, 2016 @ 4:30 p.m.** The meeting will likely be held at Weston Municipal Court building on Mesker Street.

**I. Adjourn.**

Ziegler adjourned the meeting at 5:02 p.m.

Donna Van Swol, Utility Clerk