

**Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PUBLIC WORKS COMMITTEE**

Monday, January 29, 2018, at 4:30 p.m.

AGENDA ITEMS.

1. Meeting called to order by Chairman Ziegler.
2. Welcome, introductions and acknowledgement of guests.
3. Roll Call by Recording Secretary.

Roll call indicated 5 Property & Infrastructure Members present.

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Hubbard, Tom	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Priebe, Matthew	Yes

Village staff present were Keith Donner, Michael Wodalski, Daniel Guild, and Donna Van Swol. Board member present was Trustees White. Present in the audience were John Younker, Tony Skrzypchak, Doug Behnke, Forrest Blarek, Jen Suchomski, Randy Vlietstra, Steve Lake, Jim Platta, Dave Krause, Jessica Falkowski, and Shawn Osterbrink (public works, utility, and park department employees).

4. Approval of minutes from previous meeting: January 8, 2018.

****M/S/P Hubbard/Ostrowski: to approve the minutes from the meeting of January 8, 2018 as presented.***

Yes Vote: 5 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Hubbard, Tom	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Priebe, Matthew	Yes

5. Approval of permits and applications.

****M/S/P Ostrowski/Priebe: to approve water/sewer permits 201800027, 201800050, 201800055, 201800056, 201800058, and 201800059.***

Yes Vote: 5 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Hubbard, Tom	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Priebe, Matthew	Yes

6. Public Comments. John Yonker, 4803 Kramer Lane, Town of Weston, addressed the committee on his concern on the declining condition of the streets. Through creativity and hard work the street

department has attempted to keep pace with the additional responsibility. However, it is evident by the current poor conditions of many streets we have crossed the threshold. We no longer have proper resources to maintain public streets. Additional funding and manpower is required to return the streets back to condition that the tax payers deserve. Yonker added he hoped the Public Works Committee recognizes how critical this is in the overall image of Weston and will take the necessary steps to reverse this decline.

DPW Keith Donner addressed the committee saying his duty is to take care of the Village infrastructure. Tonight, there are many items on the agenda that we need to bring to your attention. We have had things occur over time that we have taken a "suck it up" attitude, trying to make do with less. Donner thought we have been doing this for the majority of his 20 years with the Village.

Tony Skrzypchak, 8402 Callon Avenue, when he started his employment in 1986 there were 8 fulltime street employees, 1 mechanic, he thought the office staff was 4, and 1 Director of Public Works. He thought the police department had 11 police officers. Today our street department has 9 fulltime employees and 2 of them are mechanics. Each week 1 of our employees must assist with park maintenance leaving 6 people (for street maintenance). Skrzypchak added it is impossible for this department to keep going like this. We can't keep up we are so far behind. Our storm sewers and streets are failing.

Doug Behnke has been with Weston for 24 years. We see in the public declining streets. He feels it brings people to the area if they see the streets, infrastructure, and buildings are well taken care of. Behnke added he would like to see a new municipal building because we are running out of space for all of our equipment to be stored properly. He believes in the broken window affect and if streets aren't being maintained then people will stop maintaining theirk properties and neighborhoods will no longer be good places to live.

Forrest Blarek, 2703 Wilderness Lane, has been with the village for 14 years. Blarek wanted to tell a story about lining up public safety with public works. On July 4, a few years ago there was a concrete blow out on Schofield Avenue where a police officer stayed at the location and redirected traffic until the public works department could mobilize equipment to the site to remove concrete debris off the road and replace with good material and the job was completed. This illustrates how Public Safety and Public Works are both there to help the public and depend on each other.

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

- 7. Meter Change and Cross Connection Project Dashboard.** Donner reported we have been putting the meter change progress on social media. Hydro Corp feels they are on schedule and would like to be completed with the project by mid-March. Donner thought that it is an aggressive schedule considering the number of meters to be changed.
- 8. Report re: Wausau Urban Area Sewer Service Plan.** Donner reported this is an update of the urban area sewer service plan in response to the clean water act requirement. It has not been updated since about 2010. Is it out for public review prior to the public hearing.
- 9. Report re: Water Quality Investigation (2nd Draft).** Donner reported this is a project we have been working on with Process Research Solutions. There are a number of things pointed out in the report that will have an effect on us operationally and will tie in with our capital improvement plan. There are recommendations for water sampling where we have had some recent water quality complaints. One site being Foremost Dairy (located in Rothschild) which is basically a separate system.
- 10. Proposals Received and Process.** Donner reported there are a number of consultants involved in the preparation of proposals. Staff recognizes it takes time and effort to put them together. They tie in together with our capital improvements plan. They have been made available to the committee for review on a cloud drive. At this point we do not have a schedule on any of the proposals with the

exception of the water system and the sewerage system studies. Donner hopes to have a decision on the two studies at the February meeting. The other proposals are on hold for now.

- a. **Bull Junior Creek & Weston Avenue Drainage Master Plan.**
- b. **Municipal Facilities.**
- c. **Sewerage System Study.**
- d. **Sports Complex.**
- e. **Water System Study.**
- f. **Weston Avenue Reconstruction.**

Priebe thought it would be better for all the RFP's to be returned in the same format. Then the responses would be in the same place when comparing consultants. Priebe also thought we should weight each section of the RFP then the consultants would know how the Village considers each part of the bid/proposal.

Donner added we have been partnering with Roth Professional Solutions to assist the village in this process.

Guild added over the last decade there have been so few projects done that having a policy to follow has not been at the forefront of any priority for discussion.

****M/S/P Ostrowski/Jensen: to acknowledge agenda items 7 – 10.***

Yes Vote: 5 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Hubbard, Tom	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Priebe, Matthew	Yes

EDUCATIONAL PRESENTATIONS & REPORTS.

11. What is a Capital Improvement Plan? Daniel Guild. Guild distributed a memo he drafted last October describing a capital improvement plan. Guild stated the village has not been financing a capital improvement plan for several years. It is mostly a combination of factors resulting from budget cuts, the great recession, loss of state shared revenue, etc. A capital improvement plan is a short-range plan of 3 - 5 years listing capital projects, capital expenditures and scheduling/prioritizing them.

12. Streets Presentation – Michael Wodalski. Wodalski reported there are two parts when we talk about streets capital improvements and maintenance projects. During the slide presentation Wodalski showed the road conditions and the different types of street treatments. We use the Pavement Surface Evaluation and Rating (PASER) rating system and report the condition of the streets every other year to the state. We currently are having a downward trend on all our streets. We should be maintaining about 12 miles of road per year. In recent years we have been down to as little as 4 miles and last year we got up to 9 miles maintained. We have 118 miles in the village and at 4 – 5 miles treated per year it will take a long time before we get our streets treated. Factors in the needs are aging streets, poor drainage, deteriorated curb and gutter (freeze thaw), soil conditions, and deferred maintenance. We are about 10 years behind in maintenance (±\$25M based on best practices). Postponing/ignoring

maintenance ends up costing the village much more money in the end. We need to have a street reconstruction/capital plan so we know what the plan is and where we are going with street maintenance and construction. There is uncertainty for the staff. Also, residents are getting frustrated waiting for street improvements in their area and they postpone improvements on their own property (e.g. driveway). We are losing state transportation aids. Our future is unknown at this time.

13. Utility Presentation – Keith Donner.

- a. **Rates update.** Donner summarized the history and status of the utility rate increases with an updated presentation. He included an article in the Weston Wire to give residents a heads up that rate increases are on the way. Donner reported we retained Ehlers & Associates our financial consultant for our rate study dating back into 2016. They envisioned what our capital improvements were going to be for the next five years along with our operation and maintenance needs. We have not had a water rate increase since 2009. Water rates are reviewed by the PSC. Our rate case was filed August 2017 after we applied for our non-routine meter change program. We are currently in the implementation phase of the meter change out project. After the initial evaluation by the financial analyst the initial estimate of needing over 30% increase in total revenue has since been reduced to 22% overall. Among some of the things included in the rate application are plans to do an engineering study on our water system this year, water quality study, residential cross connection inspections, GIS Technician, and a Utility Clerk trainee as the higher costs. Ehlers recommended to go for more frequent smaller rate increases. Donner's presentation included a pie chart showing how utility rates breakdown for the water utility expenses. The total revenue increase over two steps is \$466,000. A telephonic public hearing is expected to be in early March and a rate order would follow.

We retained MSA to review our sewer rates and our sewer use ordinance. Based on that there was a recommendation last January to increase the volume rate by 17% and the meter base charge by 14% and have smaller incremental increases over time. At that time it was decided to defer the sewer rate increase to run concurrent with the water rate increase. As we put our 2017 budget together there was a projected shortage of revenue to expenses that was going to impact our debt coverage ratio. It is a covenant in our borrowing that we maintain a certain level of revenue over our expenses in order to make sure we can pay back our debts (1.25 is the common ratio). Some of the factors in the sewer increase are a condition assessment on the sanitary sewers starting with our interceptor sewers, a sewerage system engineering study, GIS Technician, and a Utility Clerk trainee. The RMMSD and Schofield wastewater treatment goes up about 2% annually. The Sewer Utility rates are adopted by the Board of Trustees by ordinance.

Donner briefly compared our rates to other communities in central Wisconsin. We are currently in the lowest quartile. After the projected rate increases we will still be at median or slightly lower.

- b. **CIP.** Donner reported the community benefits from our utility services and all our infrastructure. The primary benefit of water and wastewater utilities comes from a public health perspective (clean drinking water and sanitation,) quality of life, and fire protection. The Water Utility has mains, valves, hydrants, wells, storage tanks, equipment assets totaling about \$24.3M in value. The Sewer Utility has mains, manholes, force mains, pumping stations totaling about \$25.1M. The Storm Water Utility has mains, manholes, inlets, detention basins totaling about \$9.5M. We watched a short video from the American Water Works Association (AWWA) introducing the video "Buried No Longer," which calls attention to the need for infrastructure investment. We need to have a financing strategy for rates, loans, grants, and tax increment financing.

Among projects we envision needing in the future are additional water capacity adding well #7, Summit tank replacement, Water quality improvements - manganese and iron removal in well #5. We have about 11 miles of asbestos cement pipe in our system that we haven't addressed recently (it is more susceptible to breaks). Resiliency issues - we need a second crossing of the Eau Claire

River, and converting our wastewater pumps to submersible pumps (which are less susceptible to mechanical failure).

The prioritization of projects is final part of the CIP. We need to establish priorities with justification from the water system evaluation, water quality investigation, and sewer system evaluation. For our street system evaluation we rely on the PASER rating. Storm sewer system needs tend to come up with the street system from lack of drainage. Also for consideration for storm sewer are suspended solids removal requirements and the phosphorus regulations. We need to discuss policy matters such as, utility fund balance policy, main extension policy, standard specifications, subdivision standards, special assessment policy, staffing levels, etc. What are the consequences if we don't begin addressing Capital Improvement needs.

14. Public Works & Utilities Organization Chart – Wodalski, Donner. Wodalski outlined what a future organizational chart might look like. We looked at the 2006 organizational chart. He reviewed the staff changes through the years until today. We have seven less employees today than we had in 2006. People have retired or moved on and some of their positions were absorbed or not filled. We have had reduction in staff and growth in the village. Things are not getting done or not getting done as they should be. Wodalski and Donner have found themselves in a 1-ton truck helping to remove snow so it gets done at the expense of their own work not getting completed until late evening or the weekend. Moving forward we need to get back to at least the 2006 staffing level. Donner added as the reductions took place we said we would do more with less. While that works for a short time, sooner or later we do less with less.

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS. The following projects will be discussed by the committee, to determine whether they should be recommended to other committees and/or the Board of Trustees for additional review.

15. Departmental Priorities for 2018. Donner reported most of the items on the list of priorities have been discussed tonight as part of presentations.

16. Birch Street South Multi-use path & DOT grant submission. Donner and Wodalski reported on the grant from with the DOT. There is a desire to have a multi-use path in this area (Birch Street, Shorey Avenue, Alderson Street, and Howland Avenue). There was a proposal late in the process to relocate the path to Alderson Street. The original route was on Birch Street which had a PASER rating of 4 and staff did not think it made sense to have a route for a multi-use path down Birch Street which would likely be torn up and rebuilt. So we proposed to move the path to Shorey, Alderson, and Howland and tie in Birch Street. The village had a resolution provided to the DOT commit this to reconstructing Birch Street in 2019. The DOT did not respond back and the project timed out. Both the reconstruction of Birch Street and the multi-use path are identified in the CIP plan.

17. Kramer Lane paving request from Town of Weston. Wodalski reported The Town of Weston has requested that we partner with them in 2019 to repave Kramer Lane from Gusman Road to Trotzer Lane. Kramer Lane currently has a PASER rating of 2. It was originally identified in 2009 as a 2012 project. We have not included with the updated CIP due to uncertainty with possible utility extension. This is a potential area where we are considering a second river crossing.

Guild added we are getting inquiries from developers for areas to develop new subdivisions east of Kramer Lane in the Town of Weston. He doesn't know how we can justify spending money here while we need resources in other areas of the village. This stretch of street would impact about six village residents.

18. Schofield Avenue Landscaping Project. Wodalski reported this project is currently out for bids. This project was bid last year and only had one bid so it was rejected by the Board. The project is meant to reduce the amount of plants and mulch beds in the village to make it more easily maintainable by our staff. The bids are due 2/7/2018 and money would be financed from TIF II.

- 19. STP-Urban Program re: Birch Street Improvements.** Wodalski reported this is a section of Birch Street from Jelinek Avenue to Community Center Drive it currently has a 5 – 6 PASER rating. A big component to the project is to connect our pedestrian and bicycle facilities to the pedestrian bridge over STH 29. We received a 50% matching grant for project construction costs. We anticipate the project to be constructed in 2020.
- 20. Transport Way.** Donner reported the Camp Phillips Centre is the proposed development in the southeast quadrant of STH 29 and County Road X, north of Weston Avenue. With other development expected along Weston Avenue, we developed an access control policy for Weston Avenue which restrict private access and placement and spacing of street intersections on Weston Avenue. In an effort to prevent congestion in this area we have been discussing setting up a street intersection about a 1/4 mile east of County Road X on Weston Avenue. Currently there are four parcels on the south side of Weston Avenue within the first 1/4 mile of County Road X. There were no access restrictions when the parcels were divided and their access was assumed to come to Weston Avenue. We have some preliminary design through Mitech. We notified the property owners we are in the process of creating a right-of-way plat identifying right-of-way needs to relocate the access for these properties to a rear access street and the Transport Way to Weston Avenue connection.
- 21. Volkman Street Path.** Wodalski reported DNR stewardship 50% grant must be spent by June 30, 2019. The multi-use path would be connecting to the DC Everest Junior High School to Rothschild's path system on Volkman Street. Guild has an idea to finance this project. He was not prepared to make a presentation on that option.
- 22. Wastewater Pump Station Replacement – Tricia/Tanya.** Donner reported we have two remaining vacuum primed design wastewater pumping stations located at Harlyn Avenue and Tanya/Tricia. The improvement plan that was submitted in the utility rate analysis with MSA included both of those stations in successive years. The submersible design does not rely on a vacuum priming system that is prone to failure. This potentially could come out of sewer hook-up fee account or borrowing.
- 23. Sports Complex.** Guild reported the village has been exploring use of the southeast corner of the village north of Crane Meadows golf course. We are looking at potentially spending room tax money (\$300,000) per year for this project. The requirement for room tax funds is that 70% needs to be spent on tourism and 30% can go to the general fund for capital projects. If we build a sports complex it can be classified as tourism expenditure. We potentially would close diamonds at Kennedy Park and Robinwood Park and repurpose the park property. The question is do we move forward with a feasibility study or do nothing?

RESOLUTIONS/ORDINANCES.

24. None.

FUTURE ITEMS.

- 25. Next meeting date(s):**
- Monday, February 12 @ 4:30 p.m.** Ziegler may not be in attendance for meeting or may do an online connection for the meeting.
 - Monday, March 12 @ 4:30 p.m.**
 - Monday, April 9 @ 4:30 p.m.**
 - Tuesday, April 17 @ 6:00 p.m. – 2nd Annual Leadership & Service Awards Banquet.**
- 26. Topics for future meetings.**
- Request to purchase outlot in Riverfront Place from Village.** We received a request to purchase the outlot in Riverfront Place.
 - Select Consultant for Sewerage System Study.** Donner will bring to the February meeting.

c. **Select Consultant for Water System Study.** Donner bring to the February meeting.

27. **Remarks from staff.** None.

28. **Remarks from Committee members.** None.

29. **Announcements.** None.

a. **Contact Information.** Guild asked committee members if they change phone numbers and email addresses to please update with the village staff.

b. **Future Weston Academy.** Guild said the information that Wodalski and Donner put together will be used at training event this summer and will be open to the public.

c. **Chamber Business PM @ Patron on 3/20.** Guild stated the village is partnering with Patron for this Weston event.

30. **Adjournments.**

Chairman Ziegler adjourned the meeting at 7:24 p.m.

Donna Van Swol, Utility Clerk