

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

Monday, March 12, 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, and Donna Van Swol. Board member present was Loren White. Staff in the audience were John Borth, Trevor Skerven, Dave Krause, John Yonker, and Jason Lenhard. Presenters Dennis Lyon (Utility Service Partners) and Glenn Falkowski (Wisconsin Department of Natural Resources) were in attendance.

4. Approval of minutes from previous meeting: February 12, 2018.

***\*M/S/P Priebe/Hubbard: to approve the minutes from the meeting of February 12, 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/Jensen: to approve water/sewer permits 201800100 and 201800104.***

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. None.

**ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.**

## EDUCATIONAL PRESENTATIONS & REPORTS.

7. **Dennis Lyon, Utility Service Partners, Inc., Service Line Insurance Program.** Dennis Lyon an agent with Utility Service Partners gave a presentation on a water/sewer service line insurance program. They are the only program endorsed by the National League of Cities (since 2010). Lyon briefly summarized what his company, Utility Service Partners, Inc., could offer our residents. They have been offering these services for over 15 years. They are the only company that partners with municipalities to make their services available to homeowners. There is no cost to the municipality to participate. The cost is paid by the homeowner. Utility Service Partners educate our customers as to what they are responsible for. They have two dispatch centers and are available 24/7/365. When the customer calls with a problem Utility Service Partners dispatches a local properly licensed/bonded contractor. They also do background checks/screening of the contractors. Utility Service Partners covers water and sewer services as well as private systems. They cover up to \$8,500 per external repair incident and \$3,000 in home plumbing and drain coverage repair incident. There is no lifetime limit or deductible. All the programs are voluntary and the homeowner can choose whether to participate or not. Utility Service Partners can add a \$0.50 per month/dividend to premium amounts to be paid to the Village if the Village desires. They only send out 3 mailings per year in partnership with the village. The village would view and approve before any marketing material would be mailed. They ask for use of our village logo on the marketing material and a signature from an authorized person from the village. Utility Service Partners currently has partnerships with over 500 municipalities in 37 states with three in Wisconsin (Madison, Whitewater and Pleasant Prairie). They have an online portal for the village to view which customers have what kind of policies and claims that have been paid out. After someone signs up for coverage there is a 30-day waiting period and there is no home inspection. The current monthly cost is \$5.75 water line, \$7.75 sewer line, and \$9.99 interior plumbing.

Ostrowski thought it would be a good thing, it is completely voluntary, it would educate the consumer as to what they are responsible for and let them make the choice to participate or not. Ostrowski thought the village should not collect the \$0.50/month dividend.

Priebe questioned about using our village logo, where does the village draw the line for other companies wanting to use our logo? Priebe thought the idea was good and he liked the transparency of the company.

***\*M/S/P Ostrowski/Hubbard: to recommend to the Board of Trustees for consideration of endorsing Utility Service Partners, Inc.***

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

8. **Glenn Falkowski, Area Water Supply Engineer re: Village Sanitary Survey (water system audit).** Glenn Falkowski addressed the committee letting them know he reviews the system completely every three years with the water system sanitary survey. He makes sure we are operating the water system in accordance with the Wisconsin Administrative Code. The report lists deficiencies found during the survey and corrective recommendations. Non-complying features that do not make current code are also pointed out. These do not need to be corrected unless improvements were made at a site it would need to be brought up to code at that time.

Falkowski reviewed the highlights:

The auxiliary engine at well number 1 (Alta Verde Well) is being exercised every month, but not every quarter under load as required by code.

The water storage facilities are not inspected frequently enough. All water reservoirs need to be inspected every five years.

The packed tower aerator at the water treatment plant needs to be inspected every 5 years. It needs to be opened up and inspected to make sure everything is working properly or make repairs as needed.

All valves need to be exercised on a routine basis. Some valves are being operated routinely, while other valves are not being operated at all. The purpose of exercising valves is to know all valves work if they are needed. Falkowski asked for a valve operating program to be developed so we know all valves are being routinely operated throughout the system.

The chemical solution barrels need to be properly labeled. Every chemical put into our system needs to have NSF certification. Falkowski added, usually your chemical supply company will supply the proper labeling to be applied to the barrels.

The non-residential customers inspections for cross connections need to be resolved on a timely basis. We have a set schedule for non-residential customers. Some non-residential customers need to be inspected every two years and we are falling behind on that schedule. We have 56 basic cross connection violations that have not been taken care of. Falkowski said violations should be taken care of every 30 days and if it is not taken care of they receive a letter giving them another 30 days and if it is still not completed they should have their water shut off.

A recommendation was made that our emergency operations plan needs to be updated and practiced regularly. The Fire and Safety Departments do these exercises regularly they could include the Water Operators in this training. Falkowski would like to see the village follow through with some of the proposed studies to completion. A system map needs to be updated. There was discussion on changing the approved sites where bac-t samples are regularly taken.

Falkowski had sent a letter regarding the sanitary survey (water system audit). It listed the deficiencies and recommendations with targeted compliance dates. Donner will respond to the letter addressing the issues.

## **POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.**

- 9. Recommendation to execute a contract with AECOM for Water Supply Planning Study.** Donner reported at our special meeting in January we had acknowledged receipt of the proposals for this study. Staff with the assistance of Roth Professional Solutions reviewed the proposals for the study. Staff and Mr. Roth evaluated the proposals similarly. Both staff and Roth Professional Solutions agreed the best proposal and the most responsive to what we had asked for was with AECOM. Staff recommends awarding to AECOM we have worked with them on other projects (water system model, unidirectional flushing plan, and other studies on our water supply).

Priebe stated Mr. Roth commented that all the consultants were highly qualified fully capable. Priebe asked if this is the case why are we spending \$30,000 more for AECOM? Priebe was concerned in being a good steward of water utility resources. There was discussion on potentially conducting interviews as part of the process for the future.

Ziegler added cost is not the only factor to be judged as well as what they say they can do compared what they have already done. Donner added we felt AECOM's proposal was most responsive. Proposal evaluation is a subjective process.

***\*M/S/P Ziegler/Jensen: recommend to the Board of Trustees to execute a contract with AECOM for the water supply planning study in the amount of \$134,832 based on staff and Roth Professional Solutions recommendations.***

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Hubbard, Tom	Abstain
Jensen, John	Yes
Ostrowski, Kevin	Yes
Priebe, Matthew	No

**10. Recommendation to execute a contract with Clark-Dietz, Inc., for Sanitary Sewer Master Plan Update.** Donner recommended Clark-Dietz in the amount of \$84,000 with the modification of adding the flow metering to the Sanitary Sewer Master Plan update.

***\*M/S/P Priebe/Jensen: recommend to the Board of Trustees to execute a contract with Clark-Dietz, Inc. for the Sanitary Sewer Master Plan in the amount of \$84,000.***

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

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

**11. Proposals for lining Alderson Street sewer crossing at STH 29.** Wodalski reported last year we were televising our large diameter sewers and there was an issue with the sanitary sewer on Alderson Street crossing under STH 29 there was a guard rail driven through the pipe. We replaced a section of pipe, cleaned, re-televised the pipe and found there were five other spots of the pipe that had holes in it. The new issues with the sewer pipe are under the westbound driving lanes. To dig up a state highway would be costly. The proposals are for lining the pipe. The low bid is from Northern Pipe, Inc. in the amount of \$15,285.

***\*M/S/P Hubbard/Priebe: recommend to the Board of Trustees to award the lining of Alderson Street sewer crossing at STH 29 to Northern Pipe, Inc. in the amount of \$15,285.***

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

**12. Mowing of rights-of-way in Town of Weston.** Donner reported Administrator Guild asked we bring this to the Public Works Committee after the last Park Committee meeting. We have continued to furnish this service to the town after the incorporation. We don't have enough staff to continue performing this operation. There is an estimate of \$7,500 we spend annually (about 2 weeks of staff time) and bill to the Town.

***\*M/S/P Priebe/Ziegler: recommend to the Board of Trustees to discontinue mowing the rights-of-way in the Town of Weston.***

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

**13. Purchase new sewer vac truck.** Wodalski reported this piece of equipment is on a seven-year replacement cycle. Staff likes the Vactor brand sewer vacuum unit. We only received one quote for this portion of the equipment in the amount of \$348,943. We will be adding a water heater to use for hydro excavating during the winter. We will also be adding a magnetic manhole lifter to the front of the unit. Distributors of other equipment didn't want to "waste their time" and give a quote knowing staff prefers the Vactor brand. The chassis is the other component of the equipment. Staff preferred the Peterbilt chassis in an amount of \$123,158. The total amount is \$472,101 for the Peterbilt chassis and the Vactor sewer vacuum unit together.

***\*M/S/Ostrowski/Priebe: recommend to the Board of Trustees to purchase the new sewer vac truck in the total amount of \$472,101.***

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

**14. 2018 Street maintenance plan.** Wodalski reported when this was presented at budget time in 2017. We were initially hoping for an increase in the street maintenance budget to \$675,000 and presented a plan as such. When the budget was adopted the street maintenance budget was \$401,691. Wodalski outlined the proposed projects for 2018.

## **RESOLUTIONS/ORDINANCES.**

**15. Resolution 2018-013 to discontinue right-of-way mowing in Town of Weston.**

***\*M/S/P Priebe/Ziegler: recommend approval of Resolution 2018-013 to the Board of Trustees to discontinue right-of-way mowing in the Town of Weston.***

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

## **FUTURE ITEMS.**

### **16. Next meeting date(s):**

- a. **Monday, April 9 @ 4:30 p.m.**
- b. **Tuesday, April 17 @ 5:30 p.m. – 2<sup>nd</sup> Annual Leadership & Service Awards Reception.**
- c. **Monday, May 14, 2018 @ 4:30 p.m.**

### **17. Topics for future meetings.**

- a. None.

**18. Remarks from staff.** Donner reported with the automated meter implementation project there have been some residents not liking the appearance of the beige box (radio transmitter) that goes over the black touch read pad. Residents are being informed that they can paint the box. We have also followed up with some people to find a different location for the box. We will assist with finding a suitable location and supply the wire to relocate the box but we are not rewiring to a new location. There haven't been that many requests in the scheme of things.

**19. Remarks from Committee members.** None.

### **20. Announcements.**

- a. **Chamber Business PM @ Patron on 3/20.**

### **21. Adjournments.**

Chairman Ziegler adjourned the meeting at 5:55 p.m.

Donna Van Swol, Utility Clerk