

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

**Monday, May 14, 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 - Via Phone
Hubbard, Tom	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Priebe, Matthew	Yes

Village staff present were Keith Donner, Michael Wodalski, Jennifer Higgins, Daniel Guild, and Donna Van Swol. Also present was Trustee Mark Maloney, Town of Weston Supervisor Arnie Baumann, Jason Lenhard from staff, Tonia Speener from Clark Dietz, Peter Young and Bob Meurett from Northwestern Avenue.

**4. Approval of minutes from previous meeting: April 9, 2018.**

***\*M/S/P Ostrowski/Jensen: to approve the minutes from the meeting of April 9, 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. Public Comments.** Peter Young asked for verification that Wausau will not be directing Kraft truck traffic to use Northwestern Avenue until approximately June through September 2019 during the reconstruction of Townline Road. Wodalski confirmed that was correct. Wodalski added Kraft shuts down during the week of July 4th and Wausau plans to install water and sewer in front of Kraft during that timeframe. Phase I should be done by mid-July. Northwestern Avenue won't be used until the County starts their portion of the project. Young asked if truck traffic could use the route past the curling club after Phase II is completed? Donner clarified that once Phases I and II are completed truck traffic will be able to use Grand Avenue to Townline Road, eliminating the need to use Northwestern Avenue.

Bob Meurett asked if the speed limit is going to be reduced to 25 mph during the construction time. Donner said the Village is committed to reducing the speed limit during construction. Weston is going to take pictures and video the road condition prior to and post construction and evaluate any differences. We will have an agreement with Wausau for reimbursement for damages. Meurett also questioned enforcement of the reduced speed limit.

Ostrowski added the Everest Metro Police Department could put out their speed limit reader board. Ostrowski thought it helps drivers be more mindful of their speed if they see a flashing speed limit sign when they are driving too fast.

**6. Approval of permits and applications.**

***\*M/S/P Ostrowski/Hubbard: to approve water/sewer permits 201800178, 201800367, 201800368, 201800369, 201800370 and 201800371.***

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

**ACKNOWLEDGE WORK PRODUCT TRANSMITTALS**

**7. Letter to Residential customers with Irrigation Systems re: Cross Connection Control Compliance Inspections.** Donner reported information was sent to the property owners with irrigation systems in conjunction with our cross connection and meter change project. They had received a letter of non-compliance from Hydro Corp until they get their system under compliance. With snow on the ground compliance could not be verified with the irrigation systems. A second visit from Hydro Corp will be necessary for inspection of the irrigation system, as explained in the letter mailed out to the residents from the Village.

**8. Public Information for Uni-Directional Flushing.** Donner reported a post card was sent to customers explaining the uni-directional flushing program as compared to water main flushing done in the past. We are not able to pinpoint exact dates where flushing will take place in a location. The post card showed a link to a map indicating where flushing had already occurred, where they are currently flushing, and where flushing was expected to be the following day. As well as social media sites with updated information and the utility office phone number to call.

**EDUCATIONAL PRESENTATIONS & REPORTS.**

**9. Review of projects/tasks for Public Works & Utility Committee and Public Works Department for the next six months.** Donner reported at our special meeting in January he covered a short list of some things for the public works and utility departments priorities. Donner worked on a more comprehensive list of larger projects that involves other departments which will have some interaction and input.

Guild reported we have had some leadership changes on other committees and the Board of Trustees. The last iteration we had for a strategic plan was from 2013. We need to have a prioritized list of projects to be considered by committees and village board. When we have a strategic plan it is a tool to work from to help us reach a consensus on prioritization. The last time the village had a comprehensive Capital Improvement Plan (CIP) was 2009. Guild added sustained indifference and a lack of planning on large scale capital improvement projects means the cost to the tax payor goes up exponentially over time.

**10. Overview of street maintenance budget after bids were received.** Wodalski reported last week we opened the street maintenance bids. Some of the bids came in under budget and some bids came in over budget. Asphalt prices and fuel prices have gone up since the budget was adopted last fall.

Overall it was over the expected budget by \$17,000. Wodalski was looking at adjusting some of the projects to get the price down.

**11. Parking on Birch Street near STH 29 Pedestrian Bridge.** Wodalski reported there has been a request to allow parking on the north and south sides of the pedestrian bridge. On the north side of the bridge we could allow parking on the east side of the street (by the cul-de-sac) because there isn't any development there. On the south side of the bridge there is a spot that is a parking zone but is not signed one way or the other (where Cranberry Boulevard and Birch Street meet). It would allow for three cars to parallel park.

**POLICY DISCUSSIONS AND RECOMMENDATIONS.**

**12. Recommend City of Wausau to use Northwestern Avenue as a detour route for Trucks accessing Kraft Foods during Townline Road/CTH N reconstruction in 2019.** Donner reported in the spirit of inter-governmental cooperation staff recommends approval to the village board to allow truck traffic on Northwestern Avenue during the reconstruction of Townline Road/CTH N in 2019.

***\*M/S/P Ostrowski/Priebe: recommend to the Board of Trustees to allow Northwestern Avenue to be used as a truck route during the construction of Townline Road in 2019 and Recommend language for Resolution No. 2018-032 to allow Truck Traffic on Northwestern Avenue during 2019 construction season.***

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. Recommend sidewalk waiver for Weston Veterinary Clinic, Amir Drive.** Donner reported the Weston Veterinary Clinic is proposing to construct a facility on the corner of Schofield Avenue and Amir Drive. The parcel has a driveway approach onto Schofield Avenue. The initial proposal from the applicant was for the driveway to come from Amir Drive. We have a requirement when a site develops, under the complete streets policy, that sidewalk will be constructed on frontage where future sidewalk is desired. The driveway approach on Schofield Avenue was provided at the time the street was reconstructed about 1999. There wasn't any access control that staff could find from that time on Schofield Avenue. We now have an access control ordinance where we are trying to minimize points of conflict from entrances onto arterial streets. Staff feels it would be a reasonable request to waive sidewalk on Amir Drive provided the applicant eliminates the driveway access on Schofield Avenue and take their access on Amir Drive.

Higgins added the parcels on Amir Drive were created with a certified survey. Also, the applicant did agree to install sidewalks at a later date using special assessments.

***\*M/S/P Jensen/Priebe: recommend to the Board of Trustees to waive the sidewalk requirement on Amir Drive for the Weston Veterinary Clinic provided they eliminate the driveway access on Schofield Avenue and take their access on Amir Drive.***

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. Recommend changes to leak adjustment procedure.** Donner reported this came up because a customer experienced a leak due to a freeze up while the property was unoccupied. There was property damage as well as high water use. Staff is unclear whether the customer received any compensation from their insurance provider relative to the excess water/sewer usage during this incident. We reviewed this situation with our Village legal counsel and he indicated that typically insurance claims cover property damage. We were wondering if it was fair if we asked for proof of that. The language was added to require, in a situation like this, backup from the claimant that they did not receive compensation for the excess water/sewer usage charge from their insurance provider.

***\*M/S/P Priebe/Hubbard: recommend to the Board of Trustees to revise the leak adjustment policy as outlined by DPW Donner.***

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

**15. Recommend increase for private well permit fee.** Donner reported background was included with the meeting materials showing the cost associated with performing an inspection on the private well and a bacteriological test. Donner explained these are irrigation wells not connected to our public water system. They are owned by our customers of the water system. Because we are a public water supply the DNR has delegated the oversight of these private wells to the municipality. We need to track that these private wells remain in compliance with well construction code and there are no cross connections to the public water supply. As part of meeting code, it needs to demonstrate it is bacteriologically safe. This is done on a 5-year basis. Donner thought all the costs associated with the well compliance should only be borne by the people who have a private well as they are the only ones who benefit from the wells. It should not be the responsibility of the rest of the customers to subsidize this activity. The last time the rates were changed were 2012. We oversee the collection of the sample and make sure it gets to the lab. We reviewed the status of these permits looking at what we took in for collections versus what was spent. There are still 34 that are overdue (not necessarily all from last year) that require additional follow up. Sometimes we must go to circuit court for non-compliance issues which becomes a very time consuming task. The estimate of the cost for overseeing a permit approaches \$170. Our documentation doesn't seem to back that up but there are costs that have not been allocated to the cost of a permit (e.g. vehicle time and some labor time). Donner initially thought the cost should be raised to \$150 but is recommending the cost be raised from \$115 to \$135 and the cost of additional samples be changed from \$40 to \$60 per sample. The cost of the lab fee is \$27. Donner recognizes there is concern in the village for charging fees for various things. He emphasized these costs are only for people who have private wells as those customers are the only ones who benefit from them.

Priebe questioned how the vehicle rate was arrived? Donner responded that is for 1/2 hour of vehicle time based on the DOT's published schedule.

Priebe questioned how many private wells does the village have to monitor? Donner said there are 358 private wells out of ±5,000 customers.

Hubbard asked what the cost is for the 10-year inspection from a pump installer for a private well? Donner said it would vary by vendor but estimated it to be in the \$200 range.

Ostrowski didn't feel we should raise the rates for a private well permit. He thinks people feel they are already paying their taxes some of these things should just be included. People are concerned that fees keep going up in the village. Ostrowski thought sometimes we need to just take a "write off" on some of these things. He feels the vehicle cost should be ours rather than the customers.

**\*M/S/F Ostrowski/Hubbard: recommend to the Board of Trustees to maintain current rates. Ziegler called for a roll call vote. Motion Failed 2-3.**

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

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

**\*M/S/P Ziegler/Jensen: recommended to the Board of Trustees to modify the rates as proposed by staff. Ziegler called for a roll call vote. Motion passed 3-2.**

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

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

**16. Recommend award contract for 2018 Chip seal.** Priebe asked why there were so few companies bidding on the street maintenance projects? There was discussion that it is advertised in the Wausau Daily Herald by state statute, Gannet (parent company of the Herald) puts bids onto a statewide (Wisconsin Bid Network), and it is posted on our website. There aren't that many companies that do this type of work. For example, on the asphalt overlay we only received the one bid from American Asphalt. Staff recommended approval of Scott Construction, Inc. in the amount of \$130,271.42.

<b>Fahrner Asphalt Sealers, LLC</b>	<b>Scott Construction, Inc.</b>
\$ 131,247.20	\$ 130,271.32

**Priebe/Ostrowski: recommend to the Board of Trustees to award the 2018 chip seal contract to Scott Construction, Inc. in the amount of \$130,271.32.**

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

**17. Recommend award contract for 2018 GSB-88 seal.** Staff recommended approval of Fahrner Asphalt Sealers, LLC in the amount of \$44,745.09.

<b>Fahrner Asphalt Sealers, LLC</b>	<b>Gee Asphalt Systems</b>
\$ 44,745.09	\$ 48,113.00

***\*M/S/P Ostrowski/Jensen: recommend to the Board of Trustees to award the 2018 GSB-88 seal contract to Fahrner Asphalt Sealers, LLC in the amount of \$44,745.09.***

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

**18. Recommend award contract for 2018 Crack Seal.** Staff recommended approval of Precision Sealcoating in the amount of \$62,450.00.

<b>Fahrner Asphalt Sealers, LLC</b>	<b>Precision Sealcoating</b>
\$ 74,500.00	\$ 62,450.00

***\*M/S/P Ostrowski/Priebe: recommend to the Board of Trustees to award the 2018 crack seal contract to Precision Sealcoating in the amount of \$62,450.00.***

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

**19. Recommend award contract for 2018 Asphalt Overlay.** Staff recommended approval of American Asphalt in the amount of \$78,191.79.

***\*M/S/P Priebe/Hubbard: recommend to the Board of Trustees to award the 2018 asphalt overlay to American Asphalt in the amount of \$78,191.79.***

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

**RESOLUTIONS/ORDINANCES.**

**20. Recommend language for Resolution No. 2018-032 to allow Truck Traffic on Northwestern Avenue during 2019 construction season.** Motion to forward to the Board of Trustees was approved with agenda item 12 above.

**FUTURE ITEMS.**

**21. Next meeting date(s):**

- |   |                        |
|---|------------------------|
| a. Monday, June 11, 2018 @ 4:30 p.m.      | Regular Meeting        |
| b. Monday, July 9, 2018 @ 4:30 p.m.       | Regular Meeting        |
| c. Monday, July 30, 2018 @ 6:00 p.m.      | Special Budget Meeting |
| d. Monday, August 13, 2018 @ 4:30 p.m.    | Regular Meeting        |
| e. Monday, September 10, 2018 @ 4:30 p.m. | Regular Meeting        |
| f. Monday, October 8, 2018 @ 4:30 p.m.    | Regular Meeting        |
| g. Monday, October 29, 2018 @ 6:00 p.m.   | Special Budget Meeting |
| h. Monday, November 12, 2018 @ 4:30 p.m.  | Regular Meeting        |
| i. Monday, December 10, 2018 @ 4:30 p.m.  | Regular Meeting        |

**22. Topics for future meetings.**

- a. 2018 Budget.
- b. 2019 – 2023 CIP Budget.
- c. Utility disconnect notice and procedure.
- d. Utility Rates.
- e. Water Quality Study.
- f. Town of Weston Ditch Mowing.

**23. Remarks from staff.** None.

**24. Remarks from Committee members.** None.

**25. Announcements.**

- a. June 8, 2018 @ 6:00 p.m.           **All Officials/Employee Spring Picnic**
- b. June 13, 2018 @ 11:30 a.m.       **All Staff Luncheon**

**26. Adjournments.** Ziegler will be in Atlanta for the next meeting and plans to be present via Skype.

Chairman Ziegler adjourned the meeting at 5:50 p.m.

Donna Van Swol, Utility Clerk