



**OFFICIAL MEETING PACKET OF THE  
PUBLIC WORKS & UTILITY COMMITTEE**

**CHAIRPERSON/TRUSTEE JON ZIEGLER PRESIDING  
PUBLIC WORKS DIRECTOR MICHAEL WODALSKI; STAFF ADVISOR**

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This regular monthly meeting of the Public Works & Utility Committee, composed of five (5) appointed members, will convene, during the 21st session of the elected Board of Trustees, at ***Weston Municipal Center, which is located at 5500 Schofield Avenue, Weston, on MONDAY, March 9, 2020, at 4:30 p.m.***



**Village of Weston, Wisconsin  
ATTENTION – NOTICE OF PUBLIC MEETING**

Meeting: **PUBLIC WORKS & UTILITY COMMITTEE**

Members: **Hubbard, Jensen, Priebe, Zeyghami, Ziegler**

Ex-Officio: **Donner, Wodalski**

Date/Time: **Monday, March 9, 2020, at 4:30 p.m.**

Location: **Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476**

Agenda: **The agenda packet will be sent out 3 days prior to the meeting.**

**Attendance: Committee members, Department Directors, and other guests, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum with an RSVP to the Staff Advisor(s):**

<b><u>RSVP:</u></b>	<b>Michael Wodalski</b> <a href="mailto:mwodalski@westonwi.gov">mwodalski@westonwi.gov</a> <b>(715) 359-6114</b>	<b>Keith Donner</b> <a href="mailto:kdonner@westonwi.gov">kdonner@westonwi.gov</a> <b>(715) 359-6114</b>
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**PLEASE NOTE THE FOLLOWING INFORMATION:**

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This notice was posted at the Municipal Center, and on the Village's website at [www.westonwi.gov](http://www.westonwi.gov), and was emailed to local media outlets (Print, TV, and Radio) on 3/06/2020 @ 2:33 pm.. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting.

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114, so any necessary arrangements can be made to accommodate each request.



## VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN OFFICIAL MEETING AGENDA OF THE PUBLIC WORKS & UTILITY COMMITTEE

TO THE HONORABLE TRUSTEE JON ZIEGLER AND FOUR (4) APPOINTED MEMBERS OF THE PUBLIC WORKS COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the next regular meeting of the Public Works Committee which has been scheduled for MONDAY, MARCH 9, 2020 @ 4:30 P.M., in the Board Room, at the Weston Municipal Center.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) might attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present at this meeting it would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993). No official actions other than those of the Public Works Committee shall take place.

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

### AGENDA ITEMS

1. Meeting called to order by Committee Chair Ziegler.
2. Welcome, introductions and acknowledgement of guests.
3. Roll Call by Recording Secretary – Tom Hubbard - Excused, John Jensen, Matthew Priebe, Hooshang Zeyghami {VC}, Jon Ziegler {C},
4. [Approval of 02/10/20 minutes.](#)
5. Public Comments.
6. Acknowledgement of water and sewer permits and applications.  
None.

### ACKNOWLEDGE WORK PRODUCT TRANSMITTALS

None

### EDUCATION, PRESENTATIONS, AND REPORTS

None

### POLICY DISCUSSIONS AND RECOMMENDATIONS

7. [Recommendation to Approve Pilot Kitchen Food Scrap Drop-Off Program](#)
8. [Recommendation to Approve Construction Services Agreement for Weston School Neighborhood East Reconstruction Project](#)
9. [Discussion on 2020 Sewer Rates](#)
10. [Discussion on 2020 Water and Sewer Utility maintenance Plan](#)
11. [Discussion on 2020 Street Maintenance Plan](#)
12. [Discussion on 2020 Storm Water Utility Maintenance Plan](#)



## VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN OFFICIAL MEETING AGENDA OF THE PUBLIC WORKS & UTILITY COMMITTEE

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### RESOLUTIONS/ORDINANCES

None

### FUTURE ITEMS

13. Next meeting date(s):

- a. Thursday, March 12, 2020 @ 6:00 p.m.                      Special Meeting
  - Weston School Neighborhood Special Assessments
- b. Thursday, March 19
  - Municipal Facility Open House
- c. Monday, April 13, 2020 @ 4:30 p.m.                      Regular Meeting
- d. Monday, May 11, 2020 @ 4:30 p.m.                      Regular Meeting
- e. Monday, June 8, 2020 @ 4:30 p.m.                      Regular Meeting
- f. Monday, July 13, 2020 @ 4:30 p.m.                      Regular Meeting
- g. Monday, August 10, 2020 @ 4:30 p.m.                      Regular Meeting
- h. Monday, September 14, 2020 @ 4:30 p.m.                      Regular Meeting

14. Topics for future meetings

- a. ATV/UTV Ordinance Update
- b. Mesker Well Rehabilitation
- c. Street Maintenance Bid Awards

15. Remarks from Administrator

- a. [Camp Phillips Centre Update](#)
- b. Municipal Facilities Update

16. Remarks from Staff

17. Remarks from Committee members.

18. Announcements.

**ADJOURNMENT BY 6 P.M.**

**Village of Weston, Wisconsin**  
**OFFICIAL MEETING MINUTES OF THE PUBLIC WORKS & UTILITY COMMITTEE**  
**Monday, February 10, 2020, at 4:30 p.m.**

**AGENDA ITEMS**

1. Meeting called to order by Vice-Chairman Zeyghami at 4:30 p.m.
2. Welcome, introductions and acknowledgement of guests.

Wodalski introduced Tonia Westfall and Diane Thoun with Clark Dietz. Also, Jerry Duchine from the League of Wisconsin Municipalities was in attendance.

3. Roll Call by Recording Secretary

Jon Ziegler {C}	Absent (Excused)
Hooshang Zeyghami {VC}	Present
John Jensen	Present
Matthew Priebe	Present
Tom Hubbard	Present

4. Approval of 1/13/20 minutes.

M/S/P Priebe/Jensen: to approve the minutes from the meeting 1/13/20 meeting.  
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

5. Public Comments.

None.

6. Acknowledgement of water and sewer permits and applications.

None.

**PRESENTATIONS AND REPORTS**

7. Sanitary Sewer Master Plan Presentation

Wodalski indicated this was completed last month and Diane Thoune and her Team at Clark Dietz have put it together. Thoune started this study in fall of 2018 and moved on to some sewer metering in Spring of 2019. We took a look at all the lift stations with Weston Staff and modeled the system using GIS. There are recommendations at the end of the study to develop the CIP and adding to some of the existing projects. The annual and maintenance programs are on page 43 of the study. The main thing being suggested along with the cleaning of mains every year is televising should be done after cleaning. When the mains are clean you can see how good of condition the sewer systems are in. It is recommended to televise in the older parts of the system first. If issues are found, they should be added to the manhole and pipe lining program. It is recommended the Village should budget for lining every year. Not every sewer is going to be lined, as PVC does not have to be lined. Zeyghami asked if the lining is cheaper than replacement. Thoune said yes. Joints that are leaking could be taken care of with lining, especially if you don't have a lot of leaks in that stretch of the system. Wodalski said a good area to look at is the sewer in the Village of Rothschild and we wouldn't have to dig up the roads to replace if we could line the systems.

Thoune indicated that lift stations are on page 14 of the study. Some of the updates were already in process such as Harlyn Lift station and Tonya/Trisha, which were part of the Village's CIP. The study didn't find many major deficiencies with the stations.

Thoune indicated they put a CIP on the very end of the study, which includes the long-term projects and the short-term projects. They did the best to try to even out the budget. They also tried to set priorities for the items that have the greatest potential to cost the most if something goes wrong. The sewer main on Weston Avenue is going to be a very substantial costs to put in. They did note that the siphon at Cedar Creek seems to be partially blocked. Fox Street sewer and lift station are on this because they cannot handle all of the anticipated new capacity for high flows or increased flows in the future. Zyghami asked how we upgrade the siphon. Thoune said we could televise it to see what the condition is and it could be a matter of upsizing it, replacement it, etc. Going down the list are maintenance items. The later ones are expansion of the system. If you look at the Inflow & Infiltration is for the most part no worse than current. We are not seeing major problems in the system in regard to I & I. Thoune said Rib Mountain just finished a recent upgrade so they are able to handle increased capacity.

## POLICY DISCUSSIONS AND RECOMMENDATIONS

8. Amend Chapter 66 Solid Waste, Sections 66.121 through 66.124 to add language for Weston Yard Materials Recycling Center and Compliance Assurance Plan.

Wodalski commented there is illegal dumping of materials at the Ryan Street site. We realized we didn't have anything specific on the illegal dumping at the site, so

we want to capture that fully in our ordinances. The other part of the ordinance update is to officially have the Compliance Assurance Plan adopted.

M/S/P Priebe/Hubbard: approve adopting Compliance Assurance Plan.  
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

**9. Zinser Street Utility Extension – Change Order #1**

Wodalski indicated a couple of items came up. Some extra excavating was needed due to underground utilities not initially marked on the plans. Included is a letter from Becher Hoppe with their recommendation. Some items were negotiated out on the extra digging. Priebe asked why the lines were missed. Wodalski indicated that the lines were just missed during the survey or perhaps weren't initially marked. Swenson said they were fairly close together, two closer together and one a little farther away.

M/S/P Jensen/Hubbard – approval to accept the change order #1.

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

Member Present:

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

**10. Capital Improvement Plan Scoring**

Wodalski stated he found an error in one of the formulas so there is a slight difference from what is on the screen as compared to what was sent out in the packet. Overall the top 5 were still the top 5. For the Enterprise funds we have our storm water modeling which came in the top project which should be starting in the next week or so. In future years it won't just be six items, it may be 12 or 14. Donner said he thinks the crossing of the river is important so we can address some private systems that need to be replaced. This would also give us some development expansions in that area as well. We may want this in the 5-year capital plan. Zeyghami thinks some of those old systems are contaminating the river. Wodalski is looking for feedback and your thoughts on the list. We will be reviewing the CIP yearly. Wodalski asked if the committee needed any other information to make decisions. There were not too many disparities from Committee versus employee ratings. We are open to ideas if anyone has any ideas that can make this

process better. Priebe said last time we didn't have enough information regarding equipment hours used and repair costs. Having that additional information would make the ranking better. Priebe would also like from Wodalski on the ideas from the staff which would also help them make better rankings.

Wodalski said curb repairs and overlays are general, so we can repair the ones that need to be fixed right away where it might not be the whole 2 miles stretch. It could be maybe 1/2 mile that needs overlay.

We will put these in order and refine as we go forward. Wodalski said both utilities have some cash reserves right now but that is money that has to be applied to capital projects. Wodalski said these are projects for a 5-year plan.

#### 11. Disposition of Surplus Property

Wodalski is trying to get through our excess equipment – the equipment/items we don't use anymore. We may have kept it to use part(s) off of it but we are holding onto these old pieces. We are trying to clean things up. We have 2 cargo vans which were both used by our building inspectors. Irrigation reel we have had for 15 plus years and we have used it 2-3 times, so it is taking up space. There are trail gates built to put on the asphalt multi-use path along Schofield Ave, which were never installed. These are larger items taking up space. Another item is a trailer that was replaced in 2019 so the old version we want to get rid of. Staff's proposal is to put the old equipment on the Wisconsin Surplus Auction Site where we can put a minimum of what we want.

M/S/P Priebe/Jensen - approved to put on auction site.  
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Member Present:

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

#### 12. Outsourcing of Utility Bill Printing and Mailing

Donner said we have talked about this for some time. Wodalski stated there would be about \$3,756 savings in a year. Donner said the other step we may want to consider is going to monthly billing. The outsourcing would be a stepping stone if we ever wanted to go this route. It was noted the Village of Rothschild had a Facebook post this week offering to the Public whether they wanted to stay on quarterly billing or go to monthly. Donner said only thing is that people are used to getting billed monthly. Wodalski said that Coleman now has some of our frequent fliers setting up smaller payments each month and then they have a credit when their quarterly bill comes they don't have much to pay.

M/S/P Priebe/Jensen approve 3 year service agreement for outsourcing utility printing/mailing.

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

Member Present:

Jon Ziegler	----
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

### 13. Wayfinding Signs: Request for Proposals

Wodalski is talking on behalf of Planning and Zoning. The roles and responsibilities of the Public Works committee is to oversee Requests for Proposals. The Wayfinding Signs will be assigned to Chartrand to get RFPs – the dates will need to be changed as proposals are not out yet. Staff is making the committee aware of it and if you have any suggestions or feedback for them before they send it out. A requirement to submit a timeline will be added to the request. Donner said this is just information purposes. There will be 3 different kinds of signs, different funding sources that we can use. Once the proposal comes back we can then discuss the costs.

M/S/P Priebe/Jensen – acknowledge Wayfinding Signs information.

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

Member Present:

Jon Ziegler	----
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

## RESOLUTIONS/ORDINANCES

### 14. Resolution No. 2020-002 for special assessments for street improvements for the Weston School Neighborhood East Reconstruction Project.

Wodalski stated as we get closer to beginning this project, we are looking at the Special Assessment process. The Preliminary resolution authorizes staff to move forward with the project and conduct the engineer's report and hold the Public Hearing in March. The main assessments are the driveway approaches which are assessed at 100%. There is a vacant lot which is proposed to have water and sewer connections. If resolution approved, we can get the letters out to the residents

affected with the estimates of their costs and a hearing scheduled. We have tried calling the vacant lot owner without success. Hubbard asked if the street is widening. Wodalski said it will go from 11 foot lanes to 13 foot lanes. It will have 30 feet of hard surface (the 2-13 foot lanes and then 2 feet of concrete shoulders on each side) versus 22 feet.

M/S/P Hubbard/Jensen – accept motion on Resolution No. 2020-002.  
Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: Pass

Member Present:

Jon Ziegler	---
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

## FUTURE ITEMS

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

a. Monday, March 9, 2020 @ 4:30 p.m.	Regular Meeting
b. Monday, April 13, 2020 @ 4:30 p.m.	Regular Meeting
c. Monday, May 11, 2020 @ 4:30 p.m.	Regular Meeting
d. Monday, June 8, 2020 @ 4:30 p.m.	Regular Meeting
e. Monday, July 13, 2020 @ 4:30 p.m.	Regular Meeting
f. Monday, August 10, 2020 @ 4:30 p.m.	Regular Meeting

**16. Topics for future meetings**

a. Special Assessment hearing will be set for 3/12/20 at 6:00.

**17. Remarks from Administrator**

Donner said the municipal facilities planning is looking at construction of a new facility. There was a desire to contact our neighboring communities to see if they wanted to partner with us. There has been some discussion on equipment sharing. Equipment sharing becomes tricky though. When the Village tried to share a ladder truck with Wausau, questions arose on who maintains it, safety training, etc. The County and City have different levels of staffing. There was a lot of discussion, we will send notes to the Public Works Committee. The Parks Services could possibly be done regionally. DC Everest wanted to know about us housing salt. The Parks Department is working with Marathon County on their parks and it may be something we can do down the road. Wodalski said the sewer truck is a specialty truck and we have gone out to Kronenwetter to help them out. When we shared equipment in the past we have always provided the staff with the equipment. Raczkowski mentioned that the City had 2 sweepers and their third shift person would go out and sweep all summer long. The City is

tight on people also. It could be the schedule may be unrealistic to try to balance. As far as salt sharing/storing – we could look at the County’s agreement with the State of Wisconsin. Once we are in our new building, we could possibly look at this. Donner mentioned he attended the DC Everest ribbon cutting for the Technical Education Center – laser cutting of wood and metal and skills for local manufacturers. It is quite impressive. The shop they have has portable hoists, new air intakes, vacuums, etc. They received donations from local manufacturing.

**18. Remarks from Staff**

a. Sanitary Sewer Rate

Swenson says after a number of months, we are moving in the right direction. There were some issues with the Cassell reporting where we were 90 million gallons short and we found the adjustments and they were fixed. By the March meeting we will have information together on our rates and if we keep them the same or increase them.

b. Sunday’s Snow Storm

Wodalski said with Raczkowski’s help we are trying to track costs of different tasks and events. Raczkowski said that this last snow storm cost about \$10,000. It is nice to know where people’s money goes and get the report out there on what it costs. Raczkowski said the state has average rates for equipment and how it gets classified, labor, and more information we have.

**19. Announcements.**

None.

ADJOURNMENT BY 5:52 P.M.

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

Jon Ziegler	----
Hooshang Zeyghami	Yes
John Jensen	Yes
Matthew Priebe	Yes
Tom Hubbard	Yes

# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	Public Works & Utility Committee, March 9, 2020
<b>Description:</b>	Request Approval for Start-Up of Pilot Kitchen Food-Scrap Drop-Off program.
<b>From:</b>	Jennifer Higgins, Director of Planning & Development / Zoning Administrator  Valerie Parker, Planning Technician
<b>Question:</b>	Should the Public Works & Utilities Committee recommend to the Board of Trustees to approve staff to start the Pilot Kitchen Food-Scrap Drop-Off Program.

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## Background

Following to 12/09/2019 acknowledgement and approval from the Public Works & Utility Committee, allowing staff to work with Marathon County Solid Waste Department, Recycling Connections, and Hsu's Growing Supply to plan the logistics of a Pilot Kitchen Food-Scrap Drop-Off Program, a logistics meeting was held and we are now ready to present the plan to the Public Works & Utility Committee and Board of Trustees for their approval to allow us to officially launch this pilot project.

The goal is to start this program right away, following official approvals.

The food-scrap cart will be placed along the south side of the Village's refuse and recycling enclosure, but outside of the enclosure. This location will allow the cart to be easily accessible to participating residents and Hsu's for collection. This location will be monitored by a security camera already in place and by staff.

Hsu's will provide more than one cart if necessary to meet the demand, and the estimated \$127.00 per collection is not based on number of carts, but number of trips. When the cart(s) is full, Hsu's will collect the filled cart (s) and leave behind an empty cart(s). We are anticipating initially the collection occurring once every 2 weeks (possibly more frequently in the summer months).

Residents wanting to participate will be asked to registration first. This will help us keep track of how many people are utilizing the program. A draft of a public flyer is attached, and any comments, questions, or suggestions from the Committee are welcome.

If this program becomes heavily used, where more frequent collections are needed, we may come back before the Committee and Board to discuss the budgeted funds.

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<b>Attached Docs:</b>	*Letter of Support from Meleesa Johnson, Director, Marathon Co. Solid Waste Dept. *Draft Program public flyer. *E-mails from Weston Residents in Support. *RFC to 12/09/19 PW&U Meeting. *Responses to BOT concerns brought up at August 19 <sup>th</sup> BOT Meeting. *RFC to 08/19/2019 BOT Meeting.
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## REQUEST FOR CONSIDERATION

**Committee Action:** Public Works & Utility Committee, at their 12/09/2019 meeting, acknowledged the planning of a Pilot Kitchen Food-Scrap Drop-Off Program, and approved this program being brought back before the Committee for recommendation to the Board of Trustees for formal approval to officially launch the pilot program.

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**FISCAL IMPACT:** Approved 2020 budget of \$3,000.

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**Recommendation:** Recommend to the Board of Trustees to approve staff to start the Pilot Kitchen Food-Scrap Drop-Off Program.

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### Recommended Language for Official Action

**I move to recommend the Board of Trustees to approve staff to start the Pilot Kitchen Food-Scrap Drop-Off Program.**

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**Additional action:** If request is approved, staff will bring to the Board of Trustees for official approval to start the pilot program.



## Marathon County Solid Waste Department

R18500 E. Hwy 29

Ringle, WI 54471

Director: 715-446-3101 X104  
Operations Manager: 715-551-5864  
Administrative Office: 715-446-3101 X100  
Scale 715-446-3101 X103

Solid Waste & Recycling Info Line 877-270-3989 toll-free

[marathoncountysolidwaste.org](http://marathoncountysolidwaste.org)

 marathoncountysolidwaste

March 2, 2020

Jon Ziegler-Chair  
Weston Public Works & Utility Committee

Wally Sparks-President  
Weston Board of Trustees

Village of Weston  
5500 Schofield Avenue  
Weston, WI 54476

Dear Chair Ziegler & President Sparks:

It is with great pleasure that I send this letter of endorsement for the village's "Pilot Kitchen Food-Scrap Drop-Off Program." I only wish I could attend your meetings on this topic and speak with you all personally, but I have a number of conflicts during your meeting schedule.

Weston, if it adopts this program, will join a number of other communities and businesses already diverting wasted food from landfill disposal and into productive use. The model proposed by the village is very similar to that launched by Brown County in 2015. The Brown County program also began as a small pilot and has since expanded to multiple drop off locations around the county!

As well, the city of Stevens Point ushered in curbside collection of wasted food by partnering with a private-sector organization. Residents subscribe to the curbside service, with collected wasted food sent for composting at a local organic farm. This program, which started as a project of UWSP Waste Management Program students, has now expanded beyond the city and the number of subscriptions continue to grow.

Composting, just like recycling, is a very popular with citizens. It is an easy thing to do to promote waste reduction and sustainability. While many people compost wasted food in their own backyards, those who have small yards or have no use for finished compost would like other options. By offering this pilot program, Weston is saying it recognizes the diversity of need when it comes to managing wasted food outside of landfills. It is also saying it cares about environmental sustainability.

As always, my department looks forward to collaborating with village staff on this program. We stand ready to provide assistance to the village as it becomes the first Marathon County municipality to have a wasted food-to-compost program!

With kind regards,



Meleesa Johnson  
Director

*Introducing...*

# Food-Scrap Drop-Off Program!

## *How does it work?*

- **REGISTER first**, by following this link: [www.something.com](http://www.something.com)
- Collect acceptable material in a container of your choice at home
- Bring it to the Weston Municipal Center during open hours (M-F 8am-4:30pm)
- Deposit it in the designated container, take your container home, repeat as needed!

## *What is acceptable material?*

- Fruit and vegetable waste
- Egg shells, coffee grounds

## *Why are we doing this?*

Food scraps are a large part of the municipal waste stream. Keeping this material out of landfills saves money and resources, while creating an opportunity to maintain healthy soils which are a vital part of maintaining our beautiful Wisconsin natural resources.

## *Who can participate?*

This program is available to residents of the Village of Weston.

Registration is required: [www.something.com](http://www.something.com)

Questions: Call 877-270-3989 or 715-241-2607



*This program is sponsored by the Village of Weston, with support from the Marathon County Solid Waste Department*

## Valerie Parker

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**From:** Kari Massa <kari.massa52@gmail.com>  
**Sent:** Monday, February 10, 2020 6:43 PM  
**To:** Valerie Parker  
**Subject:** Home Composting

Hi Valerie,

I was interested to see if any progress has been made regarding the Community Kitchen Food Scrap Drop-Off pilot program?

My household would be interested in this program.

Kari Massa  
3402 Tappe Dr.  
Weston, WI 54476

## Valerie Parker

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**From:** Allison Lourash <alourash@gmail.com>  
**Sent:** Tuesday, October 22, 2019 8:56 AM  
**To:** Valerie Parker  
**Subject:** Composting

Hello- I am responding to the article about the feasibility of kitchen scrap composting. I would be in favor of this- last year I moved from Eau Claire where I had curbside composting and it was great. I would be willing to drop off composting somewhere and pay a small fee. This would also make me use the Farmers Market more or a local CSA as I would not worry as much about wasting produce.

Thanks- Allison Lourash  
5906 Delikowski

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Allison Lourash, MPA  
Doctoral Candidate- Walden University  
Fellow- Asset-Based Community Development Institute  
715-205-7305  
[alourash@gmail.com](mailto:alourash@gmail.com)

## Valerie Parker

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**From:** ManeeTwan Vongphakdy <twanmya@yahoo.com>  
**Sent:** Thursday, October 10, 2019 7:56 PM  
**To:** Valerie Parker  
**Subject:** Yes

We would love a food scrap drop off or curbside pick up. As long as it is close to us...perhaps several locations or at the farmers market is good.

[Sent from Yahoo Mail on Android](#)

## Valerie Parker

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**From:** dawnm@the-artist-within.com  
**Sent:** Tuesday, October 1, 2019 6:29 PM  
**To:** Valerie Parker  
**Subject:** Kitchen Food-Scrap Drop-Off Pilot Project

Hello,

We would definitely be interested in participating in this pilot program. We love the idea! Please let us know what we can do. 😊

Mark and Dawn Mittlesteadt  
5503 Gordon Street  
Weston

# REQUEST FOR CONSIDERATION

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**Public Mtg/Date:** Public Works & Utility Committee, December 9, 2019

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**Description:** To request acknowledgement of the Proposed Pilot Kitchen Food Scrap Drop-Off program, being further vetted and planned by our partners (MCSWD, RC, and Hsu's), where staff will bring back for final action in Spring, 2020.

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**From:** Jennifer Higgins, Director of Planning and Development / Zoning Administrator

Valerie Parker, Planning Technician

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**Question:** Should the Public Works & Utilities Committee acknowledge planning work being performed with partners (MCSWD, RC, and Hsu's), in preparation of the potential launching of a responsible and successful Pilot Kitchen Food Scrap Drop-Off program.

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## Background

Following a very successful Home Composting Event, held back on June 29<sup>th</sup>, at the Weston Farmer's Market, it became evident that residents are interested in, and looking for ways to, keeping their food waste out of their garbage carts, and instead finding a second use for those. People who stopped in at the event were very interested to see how food waste can be converted into usable compost. While there were some who chose the route of creating their own home composting system, there were many who do not have the means to "home compost" or would prefer to leave it to the professionals. Discussions also took place at that event about the idea of Weston working with a local business and starting a food-waste collection or drop-off program.

Following discussions that Parker, and Refuse/Recycling Program Intern Chelsea Huckbody, had with Deb Shaw, of Hsu's Growing Supply, Meleesa Johnson, of Marathon County Solid Waste Department (MCSWD), and Kelly Adlington, of Recycling Connections (RC), the idea of creating a pilot kitchen food scrap drop-off program came about.

Parker brought this pilot project idea to the Board of Trustees at their August 19<sup>th</sup> meeting to get the approval to bring this pilot program before the Public Works & Utility Committee for further discussion and consideration of starting such a program. While the Board expressed some concerns, they did approve staff to bring this proposed pilot project before the Public Works & Utility Committee.

Since that Board meeting, Parker met again with Shaw, Johnson, and Adlington, to discuss the concerns that were brought up by the Board and the next steps to take in moving this pilot program forward to the Public Works & Utilities Committee. During this meeting, it was suggested to Parker to put together a presentation that addresses the concerns brought up by the Board.

Kelly Adlington, of Recycling Connections, which is contracted by Marathon County Solid Waste Department, has a lot of personal experience in organizing a community compost (or food scrap) program, as she started, and continues to operate, a successful compost collection program in Stevens Point (through her business, Rising Sand Organics). To help make sure this pilot program

# REQUEST FOR CONSIDERATION

is successful, she has offered to work directly with Parker by performing the research and more in-depth logistics planning needed.

Following this more in-depth planning, Parker will then put together more solidified details of the proposed pilot project, and will bring back to the Public Works & Utility Committee, with the goal that the Public Works & Utility Committee will recommend to the Village Board to authorize staff to implement the Pilot Kitchen Food Scrap Drop-Off Program.

The following pages cover some of the initial thoughts and reactions to the Boards questions, comments and concerns brought up at their August 19<sup>th</sup> meeting.

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**Attached Docs:** \*Responses to BOT concerns brought up at August 19<sup>th</sup> BOT Meeting.  
\*Pictures of Hsu's Growing Supply composting operations.  
\*RFC to 08/19/2019 BOT Meeting.

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**Committee Action:** Board of Trustees, at their 08/19/19 meeting, approved staff to bring to the Public Works & Utility Committee discussion and consideration of a community Kitchen Food Scrap Drop-Off Pilot program and location, to allow further exploration of a cost analysis and solidify development of the pilot program.

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**FISCAL IMPACT:** Proposed estimated 2020 budget of \$3,000.

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**Recommendation:** Acknowledge the proposed planning of a Pilot Kitchen Food Scrap Drop-Off Project.

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## Recommended Language for Official Action

**I move to acknowledge the proposed planning of a Pilot Kitchen Food Scrap Drop-Off Program, with a formal presentation and request for consideration to be brought back to the Public Works & Utility Committee later in the spring of 2020.**

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**Additional action:** If request is approved, staff will bring to the Public Works Committee logistics plan and breakdown of possible pilot program costs.

# 2020 Proposed Kitchen Food Scrap Drop-Off Pilot Project.

Save your kitchen food scraps.



Bring your filled food scrap container and dump the food scraps into the designated Kitchen Food Scrap Cart.



Food scraps are then collected and taken to Hsu Growing Supply, where it is mixed in with other compostable (i.e. yard waste) material.



The final product is nutrient rich soil amendment!



## **Initial Responses to Questions & Concerns from Board of Trustees:**

### **Q: What is the goal of this program?**

A: To provide the best service that our residents want. During the June 29<sup>th</sup> Home Composting Event, we received a lot of feedback and comments from the community about this type of service.

A program such as this will hopefully raise some awareness to residents about how much food is being wasted, when they realize how quickly food waste in their containers is accumulated.

### **Q: What will the cost of this program be?**

A: Preliminary estimates from Hsu's Growing Supply for dropping off the containers and hauling the food scrap materials back to their site would be about \$127.00 per pick up (once per week or every other week, depending on need).

As far as the time for preparing and planning this overall program, the Village has been offered a great and valuable option to work directly with Kelly Adlington, of Recycling Connections (RC), to act as our consultant who will handle the program planning & logistics, and could reach out to the public to gain their input. Through her own personal experiences with her own compost collection program, she will help ensure that this pilot program will be successful!

As far as staff time, the Village can utilize the expert support staff of RC, who are contracted by Marathon County Solid Waste Department (MCSWD). RC staff can take phone calls and help design flyers.

As far as monitoring of the location of the container, Village Refuse/Recycling Intern could oversee this as part of her/his responsibilities.

Any in-person inquiries, e-mails, or calls that come into the Village, the intern or Parker can take, and really, this would just be an extension of her duties in providing the best services in waste and recycling management.

**Q: Residents could just bring their food scraps directly to Hsu's?**

A: While still in Marathon County, Hsu's is located on the north side of Wausau. We feel residents are not going to want to drive their pail of food scraps that far. By offering a centrally located (in Weston) drop-off location, more residents will be willing to participate, and it gives us the opportunity to periodically survey those residents to allow us to ensure this pilot program is continuing to be viable.

Offering this program to our residents as an added benefit, allows the Village to meet one of the elements of the Green Tier Legacy Strategy Matrix options (Waste Management and Reduction) by developing a municipal drop-off program that encourages the diversion of food discards, yard materials, and other organics from landfills to be composted.

**Q: Concerns that this will create odor issues.**

A: This drop off container would have a lid on it and would be emptied on a regular basis (weekly or bi-weekly). This container really should not pose any more odors than the regular household garbage container.

**Q: How will we measure success?**

A: This is just a pilot project, and it should be about the residents, and providing a service that they want. Through this pilot project, we will be able to find out how the residents feel about this.

**Q: What's next?**

A: We will be working with our partners (MCSWD, RC, and Hsu's) who will be taking the time over the next several months to put together a full plan, which will be brought back to PW&U and BOT in the spring/early summer for approval, prior to any start of a kitchen food scrap drop-off program.

Remember... this is a **pilot** project. If it is not successful, then the project ends and no more costs or time are incurred.

# REQUEST FOR CONSIDERATION

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**Public Mtg/Date:** Board of Trustees, August 19, 2019

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**Description:** To request consideration for a community Kitchen Food Scrap Drop-Off program and location located on Village property, in partnership and collaboration with Hsu's Growing Supply and Marathon County Solid Waste Department.

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**From:** Jennifer Higgins, Director of Planning and Development / Zoning Administrator

Valerie Parker, Planning Technician

Chelsea Huckbody, Refuse & Recycling Program Intern

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**Question:** Should the Board of Trustees approve staff to bring to the Public Works & Utility Committee discussion and consideration of a community Kitchen Food Scrap Drop-Off pilot program and location, to allow further exploration of a cost analysis and solidify development of pilot program.

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## Background

Village staff has been evaluating options on ways to divert food waste from landfill disposal. This evaluation came about after numerous composting workshops and events held both at the Municipal Center at the Weston Farmers Market. We heard participants and event-goers that they would like to see more options on waste reduction. As well, the Village is a Green Tier Legacy Community, and a food waste diversion project is aligned with the goals of the Green Tier Plan.

Village staff conducted this evaluation in collaboration with the Marathon County Solid Waste Department, Associated Recyclers of Wisconsin, and Hsu's Growing Supply. This team worked to better understand existing programs in Brown County, Stevens Point, Milwaukee, and Madison. The types of programs these municipalities have range from fee-based curbside collection to drop-off collection. Each municipality has developed partnerships with local large-scale composters or anaerobic digesters as locations for the management of the food waste. With each program, lessons were learned and all of those lessons were used to enhance the respective programs.

For the Village of Weston, staff is proposing to establish a voluntary drop-off program, with the drop-off located on Village property (ideally located in the gated area behind the Municipal Center) where staff is available to efficiently monitor and minimally manage the drop off. Those residents who wish to participate would register with the Village and then be provided specific directions on program rules, as well as educational materials for the program. Staff would conduct initial outreach via the Village's newsletter, website, Nextdoor, and Facebook page, as well as in-person outreach at the Farmers Market.

Because Hsu's Growing Supply would be the local large-scale composter to process the food waste, they would supply containers for collecting food waste. The rolling carts would be secured so as to avoid unwanted pests and illegal dumping. As well, Hsu's would collect and transport the carts to their Department of Natural Resources licensed compost facility. The focus for this project would be

# REQUEST FOR CONSIDERATION

table scraps, fruit and vegetable wastes, and other non-meat food waste. The food waste would be added to other materials, such as yard debris, and composted in [static windrow piles](#).

Marathon County Solid Waste Department will support the program with education and outreach efforts using its staff of professional environmental educators and master composters. Participants would be able to use the toll-free Solid Waste and Recycling Information Line to ask questions about the program and to learn more about how to best manage food waste.

This is anticipated to be a fairly low-cost program, and if this program is approved, full costing details would be provided for Public Works and Utility Committee meeting. Additionally, we are suggesting a small nominal, one-time registration fee of \$10 or \$15 as a contribution to logistical costs to encourage personal investment.

While the amount of food scraps diverted from landfill disposal would be minimal, compared to the Village's overall disposal tonnage, it is important to look at every opportunity to reduce waste. Diverting food waste from landfill disposal saves on landfill capacity and also reduces the amount of greenhouse gasses emitted from decomposing waste. This is a great opportunity for Weston to be the trendsetter and be the first Marathon County municipality to take this step. As well, this is a unique situation where food waste produced locally will be diverted to a thriving local business to be produced into all-important soil nutrient...compost. This system serves to close the loop from waste generation to productive use right here in our community.

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<b>Attached Docs:</b>	Overview of Other WI Community Compost Programs
<b>Committee Action:</b>	Approve staff to bring to the Public Works & Utility Committee discussion and consideration of a community Kitchen Food Scrap Drop-Off pilot program and location, to allow further exploration of a cost analysis and solidify development of pilot program.
<b>FISCAL IMPACT:</b>	None.
<b>Recommendation:</b>	Staff requests approval by Board of Trustees to move discussion and planning of this pilot program to the Public Works Committee for further vetting.

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## Recommended Language for Official Action

**I move to recommend to the Board of Trustees to:**

**a) Approve staff to bring to the Public Works & Utility Committee discussion and consideration of a community Kitchen Food Scrap Drop-Off pilot program and location, to allow further exploration of a cost analysis and solidify development of pilot program.**

**b) Do not move forward with this pilot program.**

# REQUEST FOR CONSIDERATION

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**Additional action:** If request is approved, staff will bring to the Public Works Committee logistics plan and breakdown of possible pilot program costs.

Milwaukee

Organics Collection Program

Curbside collection

Compost Crusader

Taken to Blue Ribbon Organics

3 large neighborhoods

Voluntary subscription \$12.75/month

Pilot program, 2016

Additional food scrap composting:  
Community Compost Sites, Kompost Kids



<p>Madison</p>	<p>Food Scraps Recycling</p>	<p>Curbside collection</p> <p>Streets Division- City of Madison</p> <p>Second pilot, August 2019, 8 weeks Trial run to test cleanliness of food scraps for processing operation</p> <p>Taken to an anaerobic biodigester, Middleton, WI Methane captured for electricity, solids transformed into compost</p> <p>Additional private composters in the area: Earth Stew Rooted Curbside Compost Curbside Compost</p>
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<p>Stevens Point</p>	<p>Curbside Compost Collection</p>	<p>Curbside collection</p> <p>Rising Sand Organics Cooperative Farm</p> <p>Taken to Whitefeather Organics Farm</p> <p>Subscription-based Residential and restaurants</p> <p>greater Stevens Point area</p>
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## FOOD SCRAPS RECYCLING GUIDE

Place only appropriate food scraps into your wasted food cart.  
When in doubt, place into the trash cart instead.  
Put scraps loose in the cart or in a paper grocery bag.

<b>YES</b>		<b>NO</b>
 <b>Fruits &amp; Vegetables</b>	 <b>Dairy Products</b>	<ul style="list-style-type: none"> <li>• Meat &amp; bones</li> <li>• Egg shells</li> <li>• Seafood shells</li> <li>• Food wrappers &amp; packaging</li> <li>• Yard waste &amp; brush</li> <li>• Pet waste</li> <li>• Diapers</li> </ul>
 <b>Coffee Grounds</b>	 <b>Baked Goods &amp; Pastas</b>	
<p><b>Questions:</b> <a href="mailto:streets@cityofmadison.com">streets@cityofmadison.com</a> • (608) 267-2626 • <a href="http://cityofmadison.com/FoodScraps">cityofmadison.com/FoodScraps</a></p>		



Brown  
County

Food and Organic Waste  
Program

Drop-off program, on-site Recycling Transfer Station  
property, adjacent to the Hazardous Waste station

\$65/pick-up  
2x/month  
Sanimax

Roughly \$2000/year



# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Public Works Committee – 3/9/2020</b>
<b>Description:</b>	<b>Construction Services Contract for Weston Elementary East Neighborhood Reconstruction Project</b>
<b>From:</b>	<b>Michael Wodalski, Director of Public Works</b>
<b>Question:</b>	<b>Should the Public Works Committee Recommend approving the Construction Services Agreement with Clark Dietz for an estimated price of \$229,000?</b>

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## Background

The Weston School East Neighborhood Reconstruction Project was designed by Clark Dietz. The design contract was awarded in August of 2019. Their proposal for construction services of \$229,000 is approximately 12% of the estimated construction costs of \$1,913,101. Generally, it is expected that engineering services be in the 10-12% range of construction costs which this contract falls within. In total, between the design contract and this proposed contract, the overall engineering portion of the project is 15% (total engineering costs of \$281,850), which is the number used when estimating engineering services for an entire project. Also note, the numbers used contain allowances for items such as testing and surveying, but these numbers are also estimates at this time.

Thus, the total amount of the design and engineering services contract is within the original estimated range. For comparison, the last major neighborhood reconstruction the Village had was in 2012. At that time, the total engineering fees paid was \$267,896 which is just slightly less than the total on this project which is occurring 8 years later and on a project that is 0.20 miles longer in total. That cost in 2012 was also roughly 21% of the construction costs whereas this estimate is at 15%. With the information above, the estimate for construction services based on an 18-week construction schedule is reasonable. The contract costs will be paid on actual time spent and will be tracked during the project.

Thus, the proposal fits within expected and historic ranges for engineering construction services. It has been customary for the Village to utilize the same engineering firm for construction services as for design since they are the ones most familiar with the design and specifications for the project and you're not trying to teach a new person/company what is included in the project. On this project, the lead inspector named in the contract (Greg Schanen) was also the main designer of the project. This will help streamline any questions that come up in the field as Greg will have the answer immediately and there will be less down time between the design engineer and the inspecting engineer. With these contracts, time and materials is customary as you cannot control how fast or slow the contractor works, but if the individual inspecting the work knows the design well, they can help identify issues before they occur as well and be proactive in minimizing down time due to design questions.

# REQUEST FOR CONSIDERATION

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**Attached Docs:** - Proposed Construction Services Contract with Clark Dietz

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**Committee Action:** - Design Contract was previously awarded to Clark Dietz

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**Fiscal Impact:** - Total Engineering costs of \$281,850 is within the expected cost range of the estimate. The construction portion of this project has not been borrowed for yet. The design costs did come in \$34,335 under budget.

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**Recommendation:** Staff recommendation is to approve the engineering services agreement with Clark Dietz.

## Recommended Language for Official Action

**I move to recommend to the Village Board approval of the Construction Services Agreement with Clark Dietz for a total estimated price of \$229,000.**

**Or, Something else**

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Additional action:

**PROFESSIONAL SERVICES AGREEMENT**

**AMENDMENT NUMBER 1**

**Weston School Neighborhood Street Reconstruction (“Project”)**

This Amendment to the Professional Services Agreement dated March 5, 2020 is by and between:

**Village of Weston (“Client”)**

*5500 Schofield Avenue  
Weston, WI 54476*

and,

**Clark Dietz, Inc. (“Clark Dietz”)**

*500 N. 3<sup>rd</sup> Street, Suite 703  
Wausau, WI 54403*

**Now Therefore;** this Amendment engages Clark Dietz to perform Services described in PART I – SERVICES BY CLARK DIETZ and Clark Dietz agrees to perform these Services for the compensation set forth in PART III - COMPENSATION. Clark Dietz shall be authorized to commence Services upon execution of this Amendment by both parties and receipt of written or verbal authorization to proceed from the Client. Client and Clark Dietz agree that this signature page, together with Parts I - III of this Amendment and the original Agreement, incorporated and made a part herewith, constitute the entire agreement between them relating to this project.

**Agreed to by Client**

**Agreed to by Clark Dietz**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**PART I**  
**SERVICES BY CLARK DIETZ**

**A. Amendment Description**

The work under this amendment in general includes construction administration, staking, testing, and inspection services for roadway reconstruction and utilities installation in the Weston School Neighborhood.

**B. Scope**

Clark Dietz will perform the Project as described below:

1. Meetings
  - a. Preconstruction meeting
  - b. Progress meetings – Weekly
  - c. Public Meetings (as requested by the Village)
  - d. Punch List
  - e. Ready for Final Payment
2. Construction Administration
  - a. Review Construction Plans for Compliance with Village Requirements
  - b. Meeting Notes and Distribution
  - c. Submittals Log & Review
  - d. Submittals Comparison to Delivered Materials
  - e. Substitutions and Or-equal Review
  - f. Review pay requests to verify quantities prior to processing payments - Monthly
  - g. Change Order Preparation
  - h. Work Change Directives Preparation
3. Erosion Control Inspections and Reports
  - a. Weekly or after 0.5 inches of precipitation
  - b. Erosion Control Plan – Field Copy Redlines (in addition to contractor’s requirements)
4. Full-Time, On-site Project Representation
  - a. Maintain a daily report of activities, labor, quantities and communication.
  - b. Maintain a daily photolog
  - c. Submit daily reports and photologs to the Village on Tuesday the following week
  - d. Coordinate with appropriate Village staff on activities and schedule
  - e. Obtain field measurements for use in record drawings
  - f. Prepare a punch list and conduct final inspection
  - g. Monitor Traffic Control (Traffic Control Plan provided by contractor)
  - h. Reach out to homeowners to keep them informed
  - i. Make sure contractor is being sensitive to all business during construction with proper notifications related to driveways
5. Record Drawings
6. Testing (via Subconsultant AET)
7. Construction Staking (via Subconsultant Riverside Land Surveying)

**C. Schedule**

Services will be provided based on the contractor’s schedule. It is anticipated that work will begin in April 2020; construction will begin in May 2020 and be complete in September 2020. (18 weeks of active construction).

**PART II  
CLIENT'S RESPONSIBILITIES**

Client shall, at its expense, do the following in a timely manner so as not to delay the Amended services:

- A. **No change.**

**PART III  
COMPENSATION**

- A. **Compensation**

We propose to conduct the required tasks on an hourly basis, with each activity clearly described, and each hour reported. Construction personal will have the direct supervision of Tonia Westphal during construction. Greg Schanen will lead the field inspection efforts. He has been with Clark Dietz for 3 years and has experience with utility/roadway construction oversight. He was the staff design engineer on the project.

Over an 18-week (active construction) timeframe, we anticipate that a mixture of Clark Dietz personnel would provide a total of approximately 50-60 hours per week of service to the Village for inspection of the Weston School Neighborhood Street Reconstruction Project.

We have included an allowance for survey staking services and testing services beyond the inspection services scope. Once the contractor is selected and under contract, these services will be further detailed. For example, if the successful contractor opts to perform the subgrade work using GPS guided equipment, the staking allowance would adjust accordingly.

The total fee estimate requested to provide the services as described in this letter is as follows:

Materials and Quality Testing	\$20,000 (allowance)
Construction Surveying/Staking	<u>\$32,000</u> (allowance)
Total Allowance for Services	\$52,000 (allowance)
Construction Administration	\$18,000
Construction Inspection	<u>\$159,000</u> (includes labor and expenses)
Total Construction Engineering Services	\$177,000
Total	\$229,000

- B. **Billing and Payment – No Change**

**SCHEDULE OF GENERAL BILLING RATES**

**CLARK DIETZ, INC.**

January 1, 2020

<u>TITLE</u>	<u>HOURLY RATE</u>
Principal	\$240.00
Engineer 8	225.00
Engineer 7	205.00
Engineer 6	195.00
Engineer 5	175.00
Engineer 4	155.00
Engineer 3	140.00
Engineer 2	125.00
Engineer 1	115.00
Technician 5	150.00
Technician 4	140.00
Technician 3	120.00
Technician 2	100.00
Technician 1	90.00
Clerical	90.00

Notes:

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.

SCHEDULE OF PROJECT RELATED EXPENSES

CLARK DIETZ INC.

January 1, 2020

Vehicles	
Autos	\$65.00/day or \$0.58/mile (per agreement)
Field Vehicles	\$65.00/day or \$0.58/mile (per agreement)
Survey Van	\$80.00/day or \$0.75/mile (per agreement)
Robotic Survey Equipment	\$20.00/hour
GPS Survey Equipment	\$30.00/hour
Nuclear Soils Compaction Gauge	\$50.00/day
CADD Usage	\$20.00/hour
Drone Usage	\$35.00/hour
Regular Format Copies* (8.5"x11" or 11"x17")	\$0.10/copy
Color Copies* (8.5"x11")	\$0.50/copy
Color Copies* (11"x17")	\$1.50/copy
Large Format Plotting and/or Copying*	
(12"x18")	\$0.50/sheet
(22"x34" or 24"x36")	\$1.75/sheet
(30"x42")	\$2.50/sheet
(36"x48")	\$3.00/sheet
Large Format Scanning*	
(12"x18")	\$.30/sheet
(22"x34" or 24"x36")	\$1.00/sheet
(30"x42")	\$1.50/sheet
(36"x48")	\$2.00/sheet
Hotels & Motels	} At Cost
Meals	
Federal Express & UPS	
Public Transportation	
Film and Development Supplies	

Notes:

The rates in this schedule are subject to review and will be adjusted as necessary, but not sooner than six months after the date listed above. Certain rates listed with \* are for in-house production. Larger quantities will be sent to an outside vendor. All project related expenses and subconsultants will be billed at 110% of actual costs to cover handling and administrative expenses.

# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Public Works Committee – 3/9/2020</b>
<b>Description:</b>	<b>Sanitary Sewer Rate Review</b>
<b>From:</b>	<b>Michael Wodalski, Director of Public Works Josh Swenson, Utility Superintendent</b>
<b>Question:</b>	<b>Should the Public Works Committee Acknowledge the Sanitary Sewer Rate Review for 2019?</b>

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## Background

The Sanitary Sewer rate was last increased in fall of 2018 with an increase of 17%. At the time of the sewer rate study in 2018, it was recommended the Village look at having more frequent, smaller increases, to avoid having large percentage increases occur. The recommendation at the time was to look at having annual increases of 2.5%.

Staff reviewed our current rates for 2020 in the attached document. This shows that if there is no change to rates in 2020, there is an expected net income of \$14,782. If a 2% increase for 2020 were to be used, there would be an expected net income of \$61,788. Staff also looked at the preliminary year end numbers for 2019, which showed the overall net income for 2019 to be \$149,644. This shows that the rates in 2019 were adequate to fund sewer utility expenses in 2019.

In the sanitary sewer master plan, it was reviewed and noted in the Capacity, Management, Operation and Maintenance (CMOM) plan, that the Village should begin a more routine sewer main and manhole lining program, as well as increase the amount of sewer televising completed in a year. In 2019, the sewer utility spent just over \$66,000 in contracted lining, cleaning and televising expenses. The 2020 budget has \$140,000 set aside for those contracted services. Thus, as we begin performing more routine annual maintenance items, the utility will need to make sure there is adequate revenue to pay for those expenses.

Upon review, staff is proposing that rates for 2020 remain unchanged as there should be adequate revenues generated in 2020 to pay for the budgeted expenses, but we need to be cognizant of the maintenance needs of the system as well as other infrastructure upgrades. This means performing a thorough rate review again in the fall to perhaps implement a minimal increase for 2021 to keep the utility on pace with increases in costs and infrastructure repairs without creating a future need for another double-digit rate increase. As noted in the rate review spreadsheet, a 2% rate increase would equate to a \$1.50 increase per quarter or a \$0.50 increase per month for the average customer. We believe small increases like these are more tolerable for our customers and will be the type of increases we look at moving forward.

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**Attached Docs: - Rate Review Spreadsheet**

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**Committee Action: N/A**

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## REQUEST FOR CONSIDERATION

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**Fiscal Impact:** - There is an expected net income of \$14,782 for 2020 with no change in current rates.

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**Recommendation:** Staff recommendation is to acknowledge current rates and not make any changes right now. Staff will review rates this fall once 2020 expenses are better known to better gauge if and how much of a rate increase should be proposed for 2021.

### Recommended Language for Official Action

**I move to acknowledge the current status of the sanitary sewer rates for 2020.**

**Or, Something else**

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Additional action:

**2020 Sanitary Sewer Rate Scenarios**

03/05/20

WORKING 2020 ESTIMATES 5%	WORKING 2020 ESTIMATES 2%	WORKING 2020 ESTIMATES 0%																																																																																																																																							
<b>2020 Estimate Full year increase</b>	<b>2020 Estimate Full year increase</b>	<b>2020 Estimate Full year no increase</b>																																																																																																																																							
<b>Projected Total Expenses for 2020 \$ 2,502,125</b>	<b>Projected Total Expenses for 2020 \$ 2,502,125</b>	<b>Projected Total Expenses for 2020 \$ 2,502,125</b>																																																																																																																																							
<b>Projected Non-operating (Other) Income \$ 185,250</b>	<b>Projected Non-operating (Other) Income \$ 185,250</b>	<b>Projected Non-operating (Other) Income \$ 185,250</b>																																																																																																																																							
<b>Required Operating Revenue from metered sales = \$ 2,316,875</b>	<b>Required Operating Revenue from metered sales = \$ 2,316,875</b>	<b>Required Operating Revenue from metered sales = \$ 2,316,875</b>																																																																																																																																							
<b>Estimated Revenue from Base Charges \$ 1,094,772</b>	<b>Estimated Revenue from Base Charges \$ 1,063,493</b>	<b>Estimated Revenue from Base Charges \$ 1,042,640</b>																																																																																																																																							
<b>Required Revenue from Volume Charges = \$ 1,222,103</b>	<b>Required Revenue from Volume Charges = \$ 1,253,382</b>	<b>Required Revenue from Volume Charges = \$ 1,274,235</b>																																																																																																																																							
Estimated Revenue from Volume Charges = \$ 1,352,533 373,628.0 @ \$3.62 (Based on 2019 flow)	Estimated Revenue from Volume Charges = \$ 1,315,171 373,628.0 @ \$3.52 (Based on 2019 flow)	Estimated Revenue from Volume Charges = \$ 1,289,017 373,628.0 @ \$3.45 (Based on 2019 flow)																																																																																																																																							
<b>Revenue Excess (Shortfall) from metered sales = 130,430.4 Excess</b>	<b>Revenue Excess (Shortfall) from metered sales = 61,788.4 Excess</b>	<b>Revenue Excess (Shortfall) from metered sales = 14,781.6 Excess</b>																																																																																																																																							
<b>Estimated 2020 Base Charge Revenues</b> Base charges increased 5% over current 2020 rates Customer count as of 2/28/2020	<b>Estimated 2020 Base Charge Revenues</b> Base charges increased 2% over current 2020 rates Customer count as of 2/28/2020	<b>Estimated 2020 Base Charge Revenues</b> Base charges unchanged Customer count as of 2/28/2020																																																																																																																																							
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# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Public Works Committee – 3/9/2020</b>
<b>Description:</b>	<b>Discussion on 2020 Water and Sewer Utility Maintenance Plan</b>
<b>From:</b>	<b>Michael Wodalski, Director of Public Works Josh Swenson, Utility Superintendent</b>
<b>Question:</b>	<b>Discussion on upcoming work for the summer</b>

---

## Background

The water and sewer utilities have undergone two major studies over the past two years that have helped staff identify maintenance items that the Village should be working on. Below is a high level outline of items staff is currently working on and items that will likely be coming to the committee over the next several months. Staff felt it is important to highlight these items now so when we bring them up individually later in the spring/summer there should be at least a little familiarity with what the items are.

For the water utility, there are several well maintenance efforts that staff will be looking into, the first one will be the rehab of the Mesker Well which we will have proposals on the April agenda for this item. Additionally, there are electrical updates and other items identified in the AECOM report that we will be looking to improve upon as well.

Staff is currently working through prioritizing water valves and hydrants that should be replaced this coming year. Depending on the quantity of valves and hydrants, this may be a project that is bid in the coming months.

Another new maintenance item this year will be implementing a valve operation program which is a DNR requirement. Staff tends to operate the same valves every year during the routine watermain flushing sequence. This means there are a lot of valves in the system that do not regularly get operated. Thus, when there is a watermain break or a need to isolate the system, these valves that historically are not turned on a regular basis tend to break or are found to be nonfunctioning. This program will help to ensure that all valves in the system do work. When valves are found to be nonoperational, they will be added to the replacement list.

Attached is a map from July of 2019 in which staff identified the water valves that needed to be replaced. Several of these valves were repaired in the late summer/fall of 2019, such as valves #2, #7 and #22, but many other valves still remain to be repaired.

For the sanitary sewer utility, there are 3 main maintenance items staff will be focusing on: 1) sewer main lining; 2) manhole lining; and 3) sanitary sewer televising. At the last meeting, the sewer master plan was discussed, and these maintenance items were highlighted in that plan. Historically, staff has cleaned roughly 1/3 of the sewer mains each year, but we have not televised them. The goal is to work towards getting the

# REQUEST FOR CONSIDERATION

system televised on a more frequent basis. This will be accomplished initially by having the televising and cleaning of select mains contracted out and staff will continue to clean the other mains. We hope that by reducing the amount of mains staff is cleaning, there will be more opportunity to perform some of the televising in house as well.

As far as the manhole and sewer main lining goes, several sections were identified as part of the interceptor sewer televising project that was done in 2017. The Village has made some repairs to the mains identified in that study, such as the collapsed sewer main on Alderson St crossing STH 29, but there are still other areas such as the mains with grease deposits on Camp Phillips and the hardened mineral deposits along Shorey Ave and heading west, that are candidates for lining as there is noticed joint leaks in those areas.

Attached is a map showing the sewer problem areas that were identified in the interceptor televising project which we'll be working on getting a lining project created for this year to address parts of these.

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**Attached Docs:**     - **Water Valve Repair Map**  
                          - **Sanitary Sewer Problem Areas Map**

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**Committee Action:** N/A

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**Fiscal Impact:**     - **The projects are part of the annual maintenance programs for both utilities.**

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**Recommendation:** **Staff is just looking for discussion on these items at this time.**

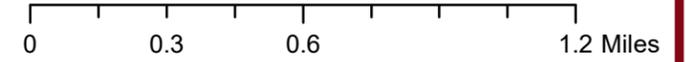
## Recommended Language for Official Action

**No Action is Required**

**Or, Something else**

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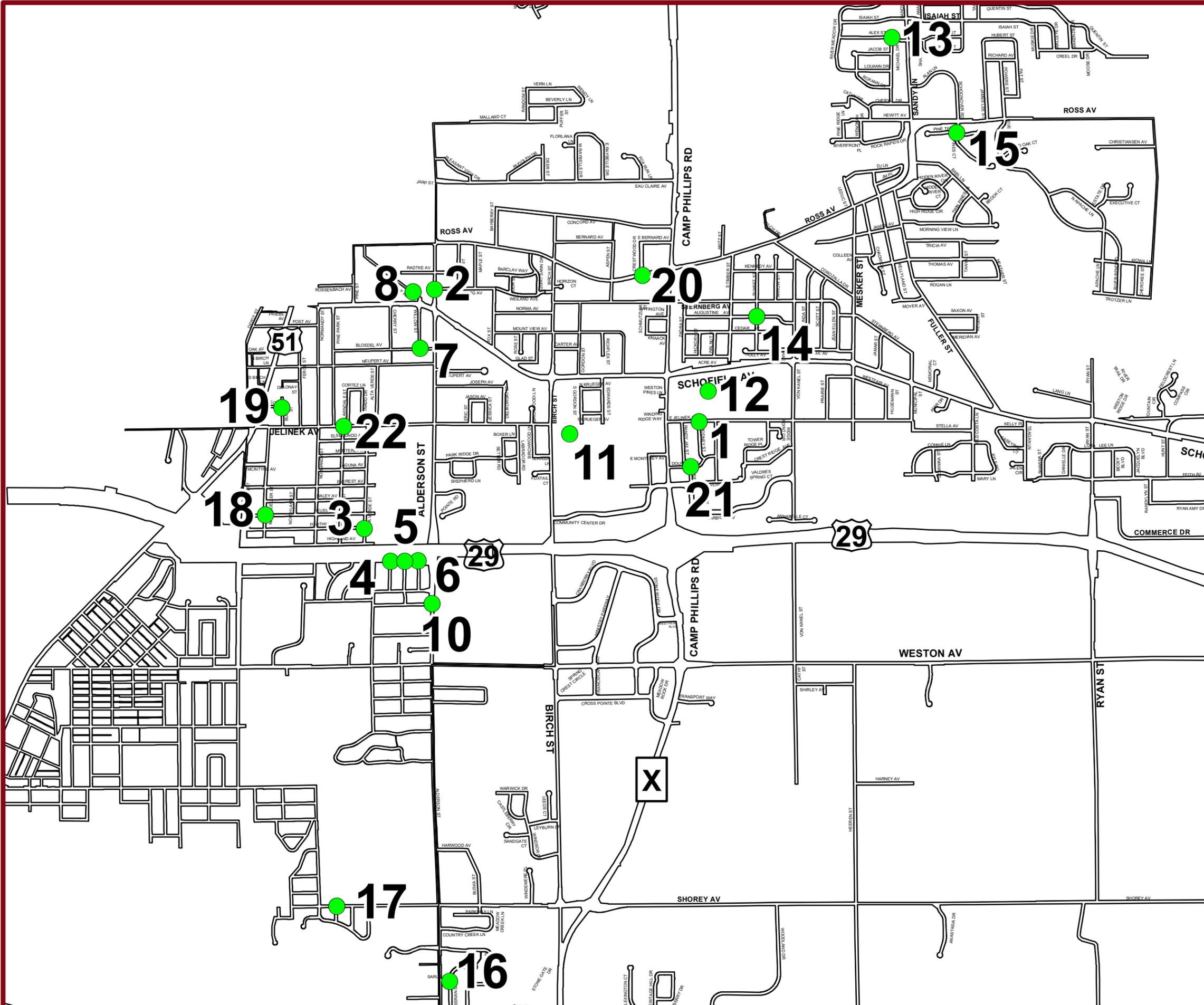
Additional action:



## Utility Valve Repair & Replace Items

### Legend

-  Water System Valves
-  Right of Way

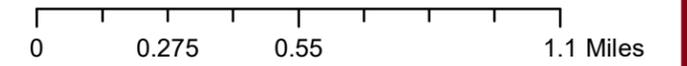
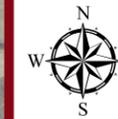




Map Date: 12/17/2019

Adoption Date (Village): N/A

Map by the Village of Weston Public Works, Utilities,  
& Technology Services Department



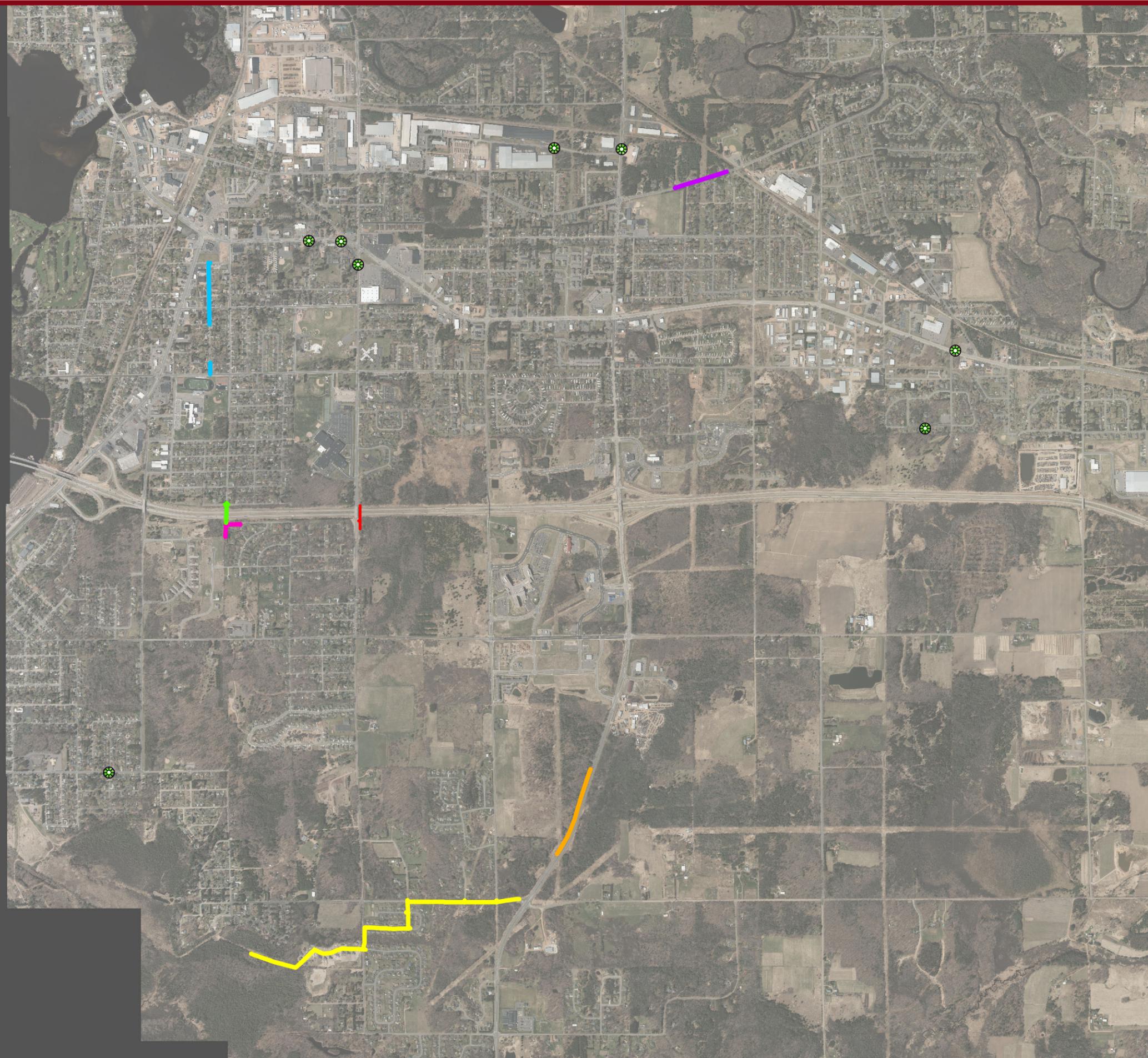
## Sewer Problems

## Legend

### Sewer Problems

-  Collapsed Sewer Main
-  Grease Deposits
-  Hardened Mineral Deposits
-  Poor Condition
-  Sagging Sewer Main
-  Sewer Freezes
-  Sewer Main Holes
-  Plugged Areas

Note: Manhole on Military Rd  
flow line needs to be cut.  
Believe a section of the collapsed  
sewer main has been fixed.



# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Public Works Committee – 3/9/2020</b>
<b>Description:</b>	<b>Discussion on 2020 Street Maintenance Plan</b>
<b>From:</b>	<b>Michael Wodalski, Director of Public Works Dan Raczkowski, Deputy Director of Public Works</b>
<b>Question:</b>	<b>Discussion on upcoming work for the summer</b>

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## Background

Attached is a preliminary plan of items to be completed in 2020 for contracted street maintenance. This plan currently includes:

- Continuing to chip seal streets in the Sandy Meadows area with a fog seal over the chip seal;
- Routine crack sealing of select streets (the eventual goal is to get 1/4 of the asphalt roads sealed every year)
- Asphalt Overlays
  - Sternberg (S Timber to Von Kanel)
  - Volkman St (Charles to Priebe) – joint project with City of Schofield
  - Alta Verde (Jelinek to Highland)
  - Prarie, Westfair and Hilgemann
- Repaving of Ross Ave from Birch St to Camp Phillips
- Bridge deck repairs on Ross Ave at the Eau Claire River
- Miscellaneous other asphalt patching and concrete repairs

Overall, this plan is over budget by \$135,774 at this current point in time. We'd like to go over our thoughts on this. The major item that is causing the budget overrun is the paving of Ross Ave, which is currently projected at \$200,000. Depending on how the CIP ends up being adopted, there may be potential to have this project utilize capital funds, but overall, Ross Ave will likely need to be repaved not just between Birch and Camp Phillips, but also then from Camp Phillips to the Eau Claire River as it keeps deteriorating in the wheel paths. This western section just appears to be the worst part right now and we will continue to patch the other areas until more of that can be completely repaved. We do not feel a thin overlay would be a good solution here as the failures seem to be coming from beneath.

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**Attached Docs:** - Preliminary 2020 Street Maintenance Plan

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**Committee Action:** N/A

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**Fiscal Impact:** - The projects are part of the annual maintenance programs for both utilities.

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**Recommendation:** Staff is just looking for discussion on these items at this time.

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# REQUEST FOR CONSIDERATION

## Recommended Language for Official Action

**No Action is Required**

**Or, Something else**

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Additional action:

2020 SURFACE MAINTENANCE BUDGET

3/6/20

Maintenance Treatment	Paser Rating	Year Paved	Length (miles)	Area (SY)	Estimated Cost	Contingency Mi	Projects Cost	Comments
<b>Chipseal (w/Polymers and fog seal)</b>								
Sternberg, Elm, Maple, Radtke, Fox	7	2004	0.67	14,167.22	\$30,596.25	0.80	\$36,604.63	Isaiah (River Meadow to Sandy), River Meadow (Alex to Winding Creek), Winding Creek
Sandy Meadow North 2nd Addition	7	2004	0.22	11,841.78	\$10,254.64			
Sandy Ln (Alex to Winding Creek)	7	2004		3,968.89				Tricia, Thomas, Rogan, Tanya, Heather (Perhaps fog seal as well?)
Abraham/Decker	6	1994		4,876.67		0.28	\$6,632.83	
Kellyland/Rogan Additions	6-7	1986/89		17,194.00		1.33	\$23,385.82	
Powers Subdivision	6-7	1990		15,913.39		1.12	\$21,644.04	
Alta Verde (Jelinek to Neupert)	7	2004	0.25	4,358.44	\$11,261.15			
<b>Subtotal</b>			<b>1.14</b>	<b>37,881.33</b>	<b>\$52,112.04</b>	<b>3.53</b>	<b>\$88,267.31</b>	
<b>Rejuvenators (Reclamite/GSB-88/ONYX)</b>								
Neupert	9	2012		11,818.78		0.66	\$12,782.01	Cost is split 50/50 with Schofield
Schofield Ave (Ryan to CTH J)	9	2011		49,275.11		1.62	\$53,291.03	
Alderson St. (Ross to Mallard)	9	2012		11,922.33		0.50	\$6,447.00	
Heritage Hills	7-8	2006		13,012.78		0.71	\$14,073.32	
Sandy Meadow North 3rd Addition	8	2005		49,090.00		2.79	\$53,090.84	
<b>Subtotal</b>			<b>0.00</b>	<b>73,016.22</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$139,684.20</b>	
<b>Micro-Surfacing (\$2.70/SY)</b>								
Sandy Ln (Alex to Winding Creek)	8	2004		4,000.00		0.22	\$10,800.00	Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe Streets in this area have shown some settling, Micro can help correct that, an overlay may be necessary on Creel and Walleye
Birch St (Weston to Cranberry)	7	2005		9,622.22		0.31	\$25,980.00	
Crosse Pointe	7-8	2000, 2005		33,648.89		1.19	\$90,852.00	
Sandy Meadow North First Addition	7-8	2003		24,227.00		1.21	\$65,412.90	
<b>Subtotal</b>			<b>0.00</b>	<b>13,622.22</b>	<b>\$ -</b>	<b>1.72</b>	<b>\$193,044.90</b>	
<b>Overlays and Pavement Replacement</b>								
<b>Traffic Control</b>								
Sternberg (S Timber to Von Kanel)	6	1997	0.28	5,432.89	\$3,500.00			Partially joint with Schofield
Volkman (Charles to Priebe)					\$38,863.16			
Fox St (Norma to Weiland)	6	2005		1,872.22	\$36,202.50	0.09	\$7,676.11	Solely a chip seal road Solely a chip seal road Solely a chip seal road Just SB Lane  Windsor, Sandgate, Castleberry, Leeds, Warwick, Leyburn Includes Roundabout at Von Kanel  Sandhill, Brotha, Sarus, Siberian  This goes to the western leg of N Apache at the SE radius This is between the two intersections of N Apache  The older portion of Ridge Pointe Circle and Tower Ridge off E Jelinek  Estate Dr and Executive Court Per Tony, these are getting pretty bad. Mill existing and pave 5-in thick from Birch to X in drive lanes only
Community Center Dr.	7	2004		14,261.11		0.53	\$58,470.56	
Deer	4	2006		2,157.78		0.15	\$14,985.69	
Rudolph	4	2006		2,887.78		0.19	\$20,055.51	
Pleasant View	4	2006		2,884.44		0.17	\$20,032.36	
Heeren Ave (Weston Ave to Shorey)	5	2013		8,800.00		1.00	\$61,115.69	
Babl Ln (Twin Pines to Morning View)	7	1995		2,013.64		0.13	\$8,255.92	
Windemere Oaks	7	1999		17,783.89		0.93	\$72,913.94	
Barbican	7	2005		21,653.89		0.70	\$88,780.94	
Shorey Ave (X to Heeren)	6	1993/95		15,311.78		1.11	\$62,778.29	
Crane Meadows Subdivision	6-7	1996		16,781.44		0.97	\$116,546.53	
Alta Verde (Jelinek to Highland)	6-7	1994	0.48	7,290.00	\$52,147.65			
Rosenbach				1,920.00		0.15	\$13,334.33	
Riverbend (Red Oak to Apache)	7	2000		4,342.78		0.26	\$17,805.39	
Riverbend (Apache to Apache)	6	1992		3,847.78		0.30	\$15,775.89	
Christiansen				3,655.56		0.25	\$25,387.70	
Tower Ridge				4,963.33		0.27	\$26,626.15	
Zinser (Schofield to Commerce)				8,287.78		0.34	\$44,460.36	
Willard, Kostuck, Ski				11,976.67		0.87	\$83,177.52	
Edgewood Estates				5,830.00		0.30	\$23,903.00	
Prairie, Westfair, Hilgemann	5	1988	0.55	7,996.11	\$57,198.69			
Ross Ave Birch to CR-X (just drive lanes)					\$200,000.00			
<b>Subtotal</b>			<b>1.31</b>	<b>29,496.22</b>	<b>\$387,912.00</b>	<b>3.90</b>	<b>\$782,081.90</b>	
<b>Cracksealing</b>								
Major Streets					\$150,000.00		\$35,000.00	All streets to be chipsealed, micro surfaced and sealed, streets that were recently overlaid. Check streets that have not yet received a treatment. Multi-Use Paths on X
<b>Subtotal</b>			<b>0.00</b>		<b>\$150,000.00</b>		<b>\$35,000.00</b>	
<b>Patching</b>								
Propane					\$750.00			Cold patch material Overlays & some full section repairs
Chipseal Prep & Pothole Patching					\$15,000.00			
Surface patching					\$25,000.00			
<b>Subtotal</b>					<b>\$40,750.00</b>			
<b>Concrete Repair</b>								
Full and Partial Depth			0.40		\$25,000.00			Westview Blvd and Schofield Ave
Ross Ave Bridge Deck Repairs					\$15,000.00			Schofield Ave, Birch St., Barbican
Sidewalk					\$5,000.00			
Curb Repair					\$10,000.00			
<b>Subtotal</b>			<b>0.40</b>		<b>\$55,000.00</b>			
<b>TOTAL</b>			<b>2.85</b>		<b>\$685,774.04</b>	<b>9.14</b>	<b>\$1,238,078.31</b>	
<b>NET TOTAL</b>					<b>\$685,774.04</b>		<b>\$1,238,078.31</b>	
<b>Contingency</b>					<b>(\$135,774.04)</b>			

# REQUEST FOR CONSIDERATION

<b>Public Mtg/Date:</b>	<b>Public Works Committee – 3/9/2020</b>
<b>Description:</b>	<b>Discussion on 2020 Storm Water Utility Maintenance Plan</b>
<b>From:</b>	<b>Michael Wodalski, Director of Public Works Dan Raczkowski, Deputy Director of Public Works</b>
<b>Question:</b>	<b>Discussion on upcoming work for the summer</b>

## Background

Attached is a preliminary plan of items to be completed in 2020 for storm water as well as other routine maintenance items. This plan is based off of locations that have had historical drainage problems and last spring really helped to identify where our system deficiencies still exist. The areas we are still working on as a follow up to the spring 2019 quick melt/flooding are:

- Gordon St/N Krueger
- Field Crest and Swiderski Drainage Ditch
- Ditch restorations for Shorey and Jones
- Cecil St (south of Northwestern)
- Decker and Scenic Drive

This spring and in past years, it has been noticed that there are several sump pumps on Tower Ridge that discharge over the curb and end up creating icing hazards on the road. In other areas, we have installed a mini-storm sewer system to collect the sump pump discharges and direct them to the storm sewer to prevent the water from getting to the road. This is another location where staff will be looking to make these modifications to improve the long-term conditions of the road.

The attached work plan also includes other work outside of the storm water utility, but the projects listed above as well as other inlet repairs will make for a very busy summer.

**Attached Docs:** - Preliminary 2020 storm water maintenance plan

**Committee Action:** N/A

**Fiscal Impact:** - The projects are part of the annual maintenance programs for the storm water utility.

**Recommendation:** Staff is just looking for discussion on these items at this time.

## Recommended Language for Official Action

**No Action is Required**

**Or, Something else**

## **Routine Spring Maintenance Work**

3-6-2020

- Tree Trimming – various areas – (in progress at this time)
- Crack Sealing various Streets
- Winter Maintenance Restoration Work
- Grade/ Maintain Gravel Roads
- Annual Spring Pick Up (Beginning of May)
- Spring Street Sweeping
- Leaf/Brush Pick Up Community Wide - (May\_\_\_\_\_)
- Gravel Shoulder Maintenance
- Pothole Patching
- Ryan St Recycling Site – will start receiving Yard Waste & Brush

## **Remaining Projects/Work List from Fall 2019-Winter 2020**

- Miscellaneous minor restoration work – Various Areas
- Parks Dept - Dog Park – Repair Monitoring Well Cabinets
- Gordon St/N. Krueger Area Drainage Improvements
- Swiderski Property Drainage Easement Restoration
- Complete CR-J Kayak Launch – Topsoil, Install River Approach, Pave Parking Lot, Install Signage
- Schofield Ave - East of CR-J – South Ditch line Restoration/Guard Rail Installation (Old County Materials Sand Pit Entrance Area)
- Parks Dept – River Trail – Add Rip Rap – Gravel in washed out areas
- Concrete Sidewalk Pedestrian Warning Plate Repairs – N. Birch at Bus 51 & Cranberry Blvd (St Clares - Entrance 4)
- Ditch line Restoration - Jones Rd West ROW
- Ditch Line Restoration - South of Shorey Ave & East of Kmieck Rd

## **Summer 2020 Projects**

- Asphalt Wedging – Various Streets
- Drainage Improvements – Cecil St, South of Northwestern Ave
- Drainage Improvements - Scenic Dr, west of Decker St
- Sump Pump Discharge Connections – Tower Ridge, south of E.Jelinek Ave



**Press Release**  
For Immediate Release

Media Contacts:

Keith Donner, Village Administrator, Weston, WI  
715.359.6114 | [kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)

**WORK SUSPENDED TO DEVELOP CAMP PHILLIPS CENTRE RETAIL**

Weston, WI (March 3, 2020) – At the Tuesday, March 2 meeting of the Village of Weston Board of Trustees, in open session, Forward Development Group of Verona (FDG) gave the Board a presentation covering the history of the Camp Phillips Centre Project along with a current status report. At this time FDG is suspending work on the retail piece of the envisioned mixed-use development on the approximate 140 acres in the southeast quadrant of the Camp Phillips Road and STH 29 interchange.

As FDG explained in their presentation to the Village Board, the conclusion to suspend further work on the Camp Phillips Centre retail development is due to:

- Wetland impacts which have resulted in an impasse to obtain the DNR and Army Corps permits
- Reduced acreage for the development
- Extraordinary infrastructure costs
- Unsupportable land acquisition costs
- The changing retail landscape

FDG indicates they may explore other options for development in the Village. The Village also encourages FDG or other developers to explore development projects and will consider proposals on a case-by-case basis if they are brought forward in the future.

For more information, please contact Keith Donner at 715-359-6114 or [kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)



# Village Board Presentation

Camp Phillips Centre  
Village of Weston, WI  
Monday, March 2<sup>nd</sup>, 2020



## Presentation Objectives

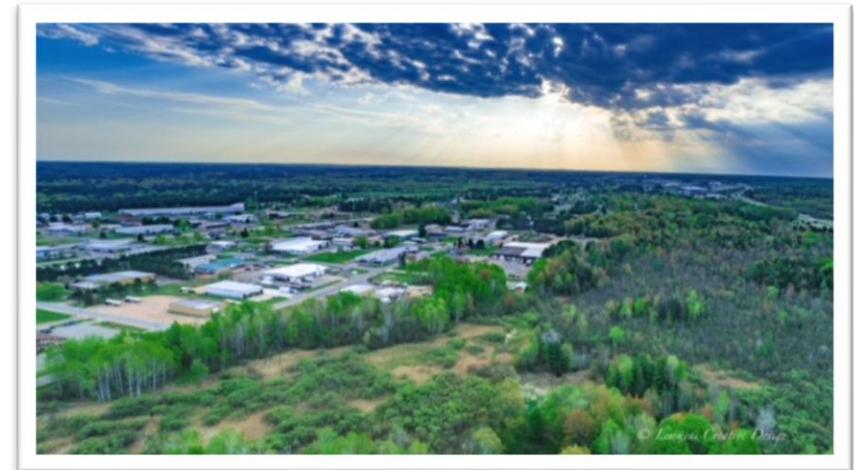
- Brief Project History and Background
- Project Evolution
- Current Status
- Where Do We Go From Here?

## | **Agenda**

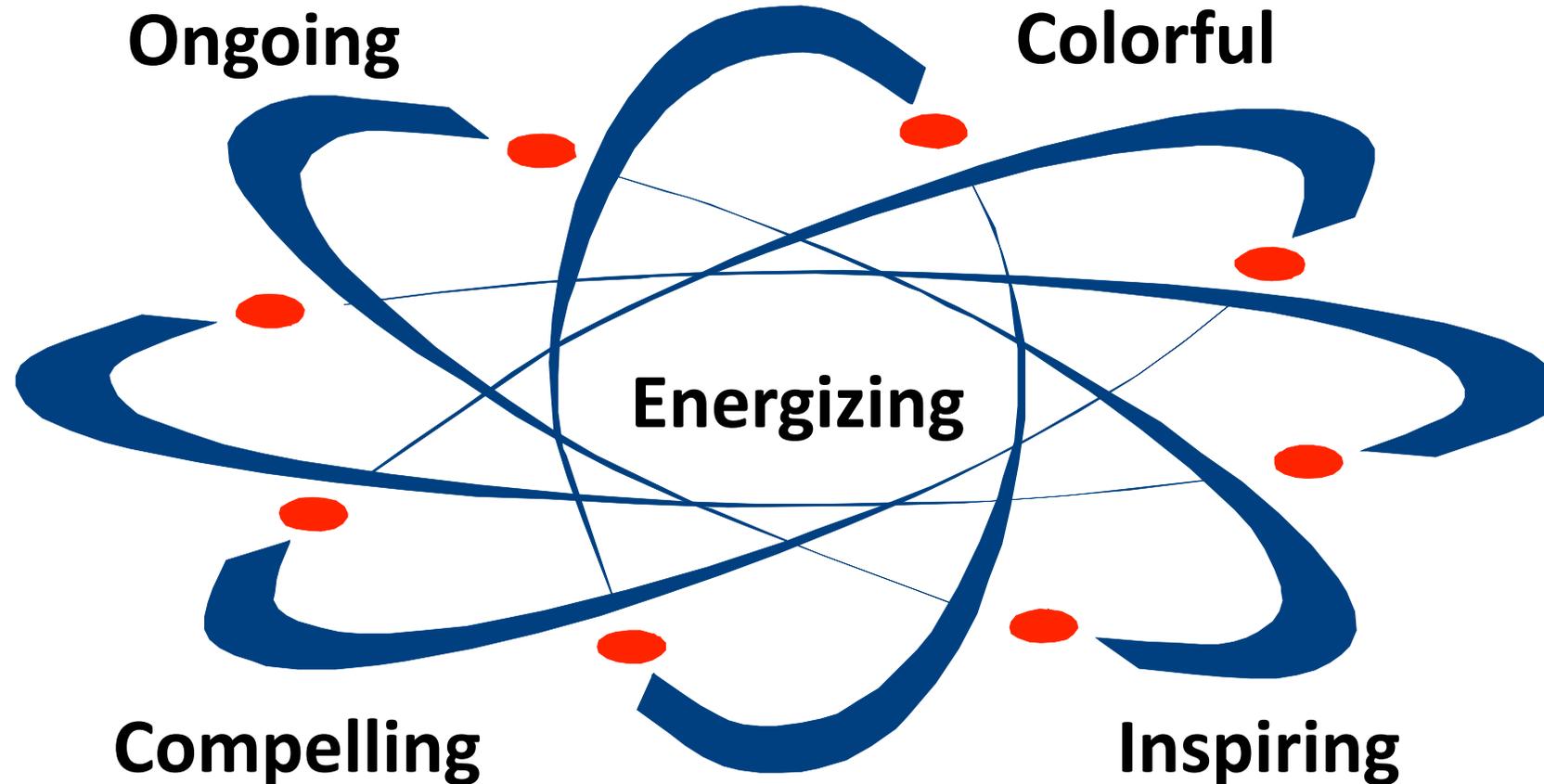
# ▶ History and Background

## Project Timeline

- **February 2015:** FDG engages in discussions with the Village regarding the potential development opportunities that exist within the Corridor (**Visioning**).
- **August 2016:** Camp Phillips Corridor - South Neighborhood SE Quadrant General Plan is adopted.
- **October 2016:** Comprehensive Plan adopted.
  - Village identifies 140+acre tract at State Highway 29 and Camp Phillips Road/CTH X as a significant component of community's economic base.
- **February 2017:** Camp Phillips Corridor Plan adopted.
  - Blueprint for future development, zoning decisions, and public investment within the corridor.
  - Corridor Plan identifies important Redevelopment Opportunity Sites and anticipates that *Tax Increment Financing* will be used to achieve the type of development envisioned by the Corridor Plan.
- **April - June 2018 :**
  - Village reviews FDG commercial development plans for “*Camp Phillips Centre*”.
- **June 11, 2018:**
  - Developer and Village commitments are memorialized through a *Memorandum of Understanding (MOU)*.
  - *MOU* includes language outlining Village/Developer cost responsibilities and the intent to utilize tax increment financing to support the development.



# A Vision Is...



▶ **Visioning**

# Elements of a Vision

- It attracts commitment and energizes people
- It creates meaning in peoples' lives
- It establishes a standard of excellence.
- It bridges the present and the future.

# ► History and Background



## Original Timing Assumptions:

- Wetland Fill Permit Issued September/October 2018
- Land Entitlements October 2018
- Initiate Land Closings: Late 2018
- Start Land Clearing: Late 2018 thru Early 2019
- Pad Ready Sites: Late 2019
- Start Vertical Construction: Late 2019 thru 2021 +
- Highway Infrastructure: Late 2020 thru 2022

# ► History and Background – Financial Analysis



## Original Phase 1:

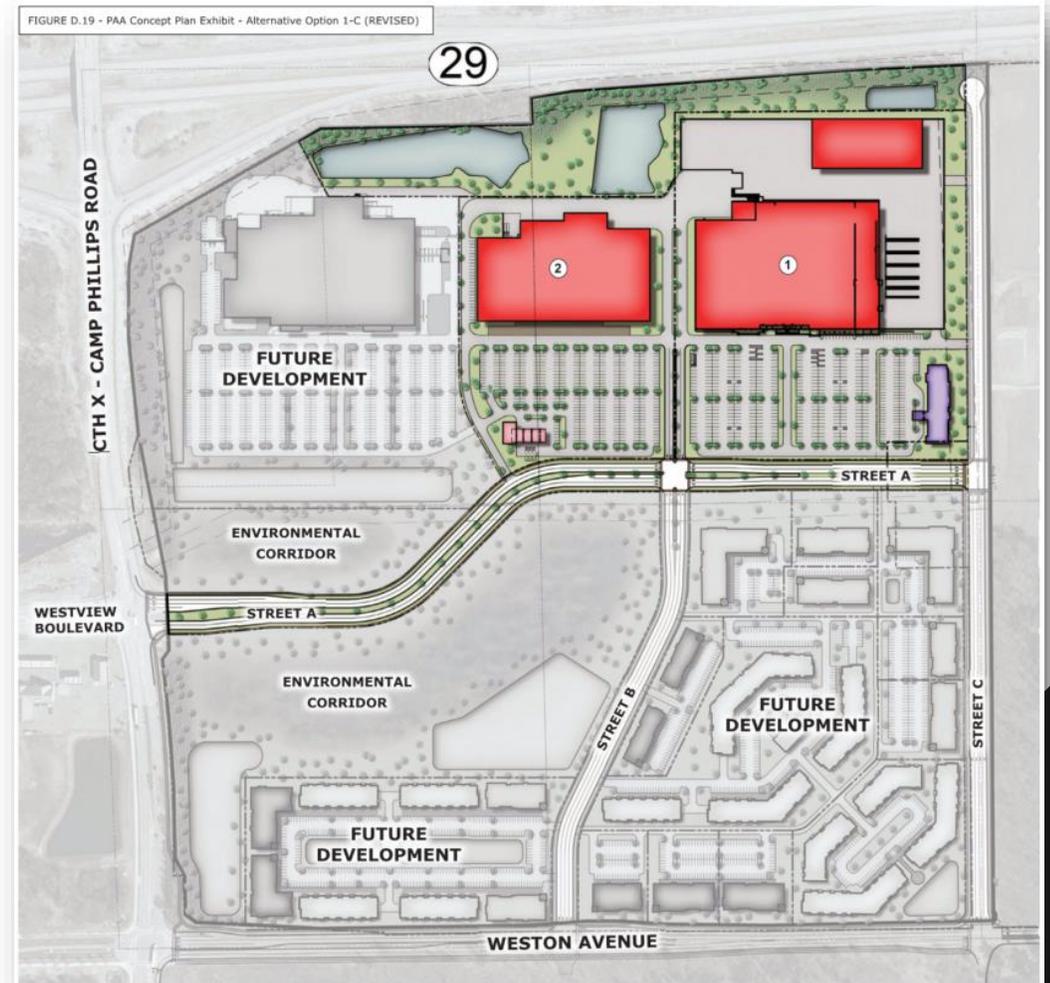
### *Assumptions (2018):*

- *Developer:*
  - \$32.5 million
- *Municipal/County/State:*
  - Off-Site Improvements:  
\$27 million
- *Anticipated On-Site TIF need:*  
**\$9.0 million**

# ► Project Evolution / Current Status

## Since June 2018 – Phase 1 Development

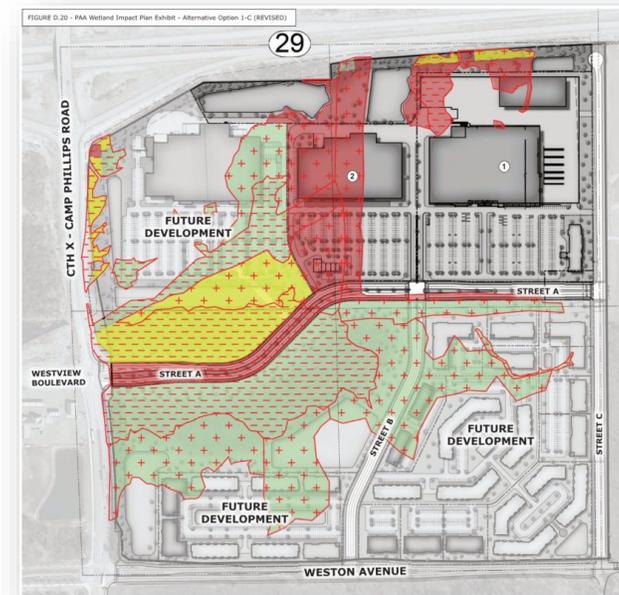
- **Investment to Date:**
  - FDG > \$2 million + Village costs
  - Infrastructure costs to move forward are significant
- **Marketing/Sales:**
  - Market changes due to e-commerce, fewer large-format stores built
  - User interest exists
  - No IP assurance is a contributing factor
    - Retailer Contract
    - Development Agreement
- **Land Control:**
  - Current status – ON HOLD
  - Original land acquisition price cannot be supported
  - Net developable acreage decreased due to wetland impacts
- **ANR & ATC Relocations (Village):** Current Status - HOLD
- **ATC Power Line Relocation (Village):**
  - Current Status - HOLD
  - Replacement towers purchased however relocation work has not been initiated.
- **WNDR Individual Permit (Village):**
  - Current status – JSD, Justin Frahm



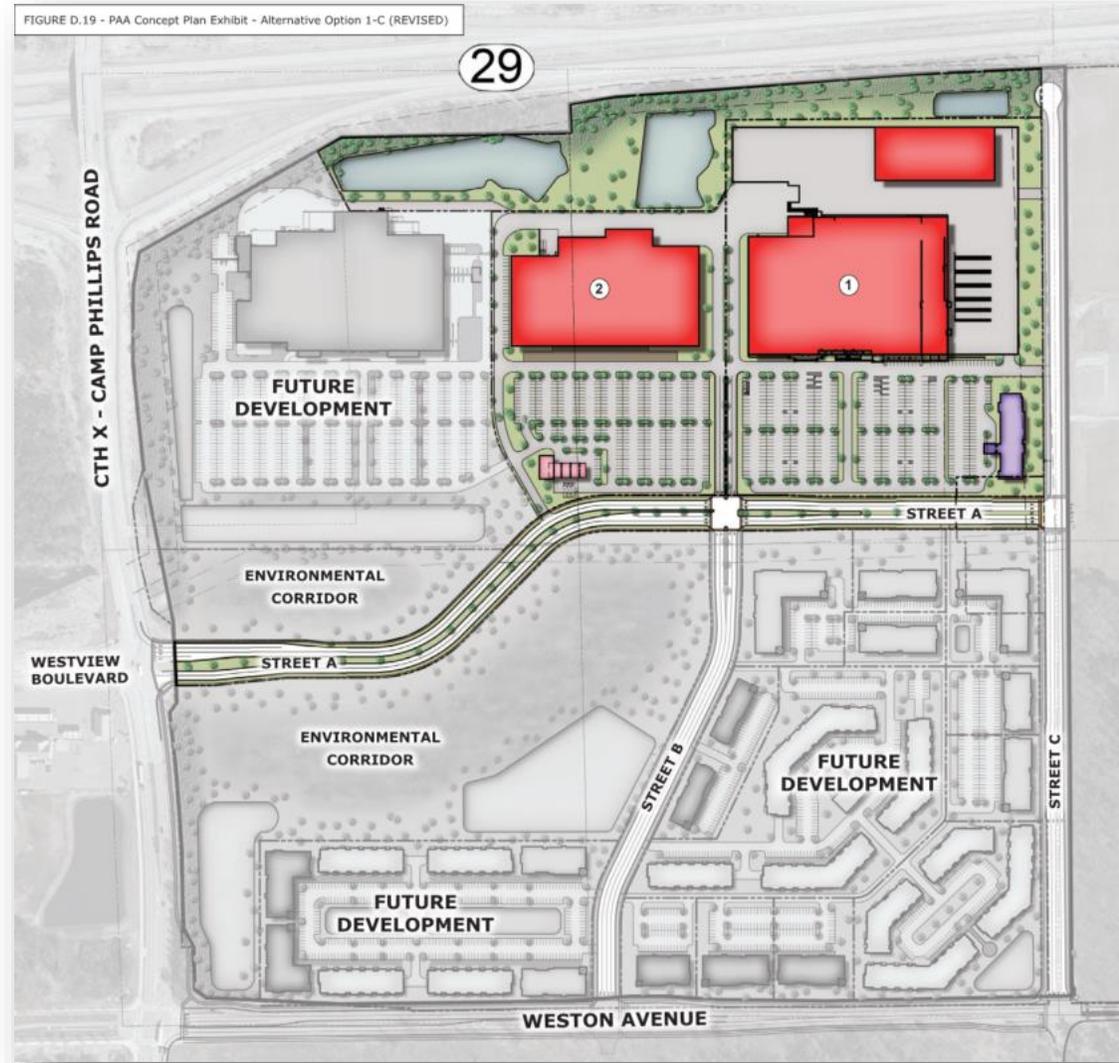
# ► Project Evolution / Current Status

## WDNR – USACE Individual Permit (IP)

- **July 2018:** Initial Joint IP Application Submitted
- **August 2019:** WDNR-USACE Supplemental Info Request Received
- **September 2018:** WDNR-USACE Supplemental Info Request Submitted
- **October 2018:** Village/Project Team place IP on hold, pursue Artificial Wetland Exemption (AWE) per new legislation
- **November 2018:** WDNR AWE Application Submitted
- **December 2019:** WDNR AWE Supplemental Comments Received
- **January 2019:** WDNR AWE Responses to WDNR Comments Submitted
- **March 2019:**
  - WDNR AWE Supplemental Info Submitted
  - WDNR Grants and Exempts 2.56 acres of Artificial Wetlands
- **April 2019:**
  - WDNR AWE Site Visit (within growing season)
  - WDNR Grants and Exempts 3.69 acres of Artificial Wetlands
- **May 2019:** WDNR-USACE request Revised IP info reflecting Artificial Wetlands Exemption
- **August 2019:** WDNR-USACE request for IP re-Engagement Submitted with Updated AWE Information
- **September 2019:** WDNR-USACE Supplemental Info Request Received
- **December 2019:** WDNR-USACE Supplemental Info Request Submitted
- **January 2020:** WDNR-USACE Supplemental Info Request Comments Received
- **February 2020:** Village directs JSD to place IP efforts on HOLD



# ► Current Status – Financial Analysis



## Updated Phase 1:

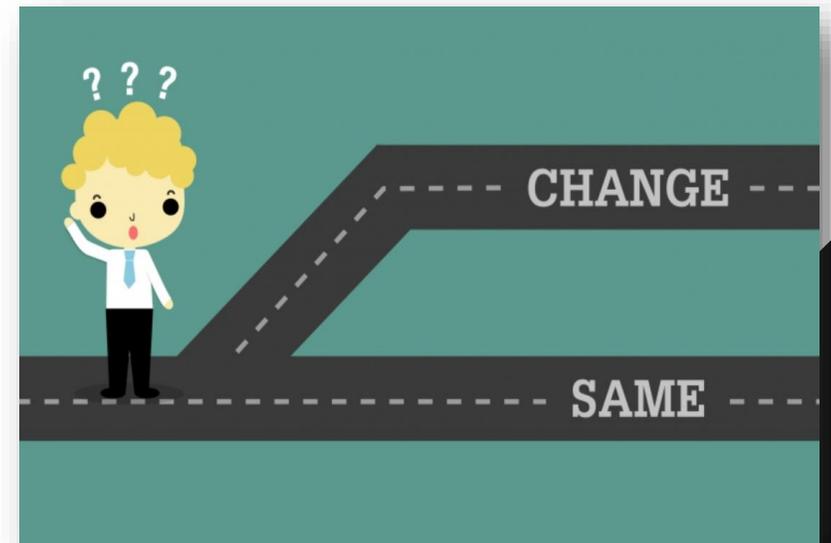
### *Assumptions (Current):*

- *Developer:*
  - \$22.9 million
- *Municipal/County/State:*
  - Off-Site Improvements:  
\$12.5 million
- *Anticipated On-Site TIF need:*  
**\$10.7 million**

# ► | Current Status

## The Need to Adapt

Wetland Impacts / Permit Impasse  
+  
Reduced Acreage for Development  
+  
Extraordinary Infrastructure Costs  
+  
Unsupportable Land Acquisition Costs  
+  
Changing Retail Landscape



# ▶ | Where Do We Go From Here?

- ***Market Studies:***
  - Key RFPs Received 2.28.2020
  - Study Completion Mid/Late April
  - *Critical Path:* Demand and Absorption Findings
- ***Create a New Vision for the Project*** (Initial Thoughts)
- ***Reconnect with Village Staff and Board:***
  - Share Market Study Findings
  - Present New Vision/Obtain Clarity
  - Present Updated Financial Analysis
  - Identify Path Forward / Alternative Options for Camp Phillips Centre
- ***Questions?***

A graphic overlay in the bottom right corner of the image. It consists of a black rectangular area with a green triangle in the top-left corner. Inside the black area, the text "Thank You" is written in a large, white, sans-serif font. Below the text are two logos: "THE VILLAGE OF Weston" and "FDG".

Thank You

THE VILLAGE OF  
*Weston*

FDG 

<b>Village of Weston Camp Phillips Centre and Neighborhood Planning</b>																	
<b>Summary of Costs and Estimate of Net Village investment if project is stopped. #</b>								<b>3/5/2020 REV 1</b>									
	<b>Totals</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>										
<b>Camp Phillips Neighborhood Plan</b>																	
Architectural and Engineering	276,750.00	91,753.38	68,491.00	101,505.62	15,000.00			Neighborhood Planning, Corridor Planning, Intersection studies, Wetland delineation									
Outside Printing	1,456.25		1,456.25					Marketing Materials									
<b>Camp Phillips Centre</b>																	
Legal Services	95,453.30			35,154.30	33,368.00	25,229.00	1,702.00	Primarily legal assistance for wetland permitting and Memorandum of Understanding									
Architectural and Engineering	20,000.00			20,000.00				ANR Pipeline Engineering Review									
Outside Contracted Services	252,702.00				158,495.00	64,457.00	29,750.00	Wetland permitting Transportation Impact Analyses = (\$101,000)									
Utility Relocation	2,621,000.00			78,000.00	2,543,000.00			ATC Contract for relocation of overhead transmission line.									
<b>TOTAL</b>	<b>3,267,361.55</b>	<b>91,753.38</b>	<b>69,947.25</b>	<b>234,659.92</b>	<b>2,749,863.00</b>	<b>89,686.00</b>	<b>31,452.00</b>										
<b>ATC Costs expended</b>																	
Adminin & Engineering	253,343.00																
Steel Poles & Materials	296,289.00																
Estimated Maximum Refund*	2,324,711.00	100% refund of steel poles and materials															
Estimated Minimum Refund*	2,071,368.00	0% refund of steel poles and materials															
<b>Range of Net Village Investment</b>	<b>942,650.55</b>	<b>1,195,993.55</b>															
<b>Notes</b>																	
There is not a clear distinction between Neighborhood Plan Architectural & Engineering and Camp Phillips Centre Outside Contracted Services. Transportation Impact Analyses, wetland delineation, intersection studies, land division layouts are included in this activity which covers Camp Phillips Centre and the Camp Phillips Corridor to Schofield Avenue.																	
* ATC will refund unexpended funds deposited for the overhead power line relocation. Attempt will be made to re-use the poles on another project once a decision to stop the project has been made. There will also be some re-stock and Administration charges which would reduce the estimated refund from ATC.																	
# Preliminary estimate based on current expenditures and approved contract amendmenet with JSD on 3/02/2020																	

**END OF  
PACKET**