

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

Monday, January 14, 2019, at 4:30 p.m.

AGENDA ITEMS.

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

Roll call indicated 5 Property & Infrastructure Members present.

| <u>Member</u> | <u>Present</u> |
|------------------|-----------------|
| Ziegler, Jon | Yes (via phone) |
| Hubbard, Tom | Yes |
| Jensen, John | Yes |
| Ostrowski, Kevin | Yes |
| Priebe, Matthew | Yes |

Village staff present were Keith Donner, Michael Wodalski, Jared Wehner, and Donna Van Swol. Also present was Loren White and Jason Lenhard.

4. Approval of minutes from previous meeting: December 10, 2018.

**M/S/P Priebe/Hubbard: to approve the minutes from the meeting of December 10, 2018 as presented.*

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

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

5. Public Comments. None.

6. Approval of permits and applications.

**M/S/P Priebe/Jensen: to approve water/sewer permit 201801428 & 201801429.*

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

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

- ACKNOWLEDGE WORK PRODUCT TRANSMITTALS. None.

7. Non-Compliance Notice from Wisconsin Department of Natural Resources, Monitoring Violation. Donner reported we received a non-compliance notification dated January 9, 2019 for missed raw water bacteriological samples in the fourth quarter of 2018. We drew the samples in January, so we are back in compliance. This is a monitoring violation, so we will need to include this in our 2018 Water Quality report that goes out in June. Donner said he was contacted by WSAU radio today to comment on the issue. The water samples are taken at the wells prior to any treatment before it enters the system. Donner asked the Operators to get a system in place to have the samples taken early in the quarter to avoid this problem in the future.

****M/S/P Priebe/Hubbard: to acknowledge the non-compliance notice for a monitoring violation from the Wisconsin Department of Natural Resources.***

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

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

EDUCATIONAL PRESENTATIONS & REPORTS. None.

POLICY DISCUSSIONS AND RECOMMENDATIONS.

8. Professional Services Agreement for Cross Connection Control Program with Hydro Corp. Donner reported this would be a continuation of our current arrangement with Hydro Corp for commercial cross connection control program in the amount of \$32,400 over two years it breaks down to \$1,350/month. Priebe asked how many inspections the contract included. The proposal and contract indicate 292 non-residential inspections.

****M/S/P Priebe/Jensen: to recommend to the Board of Trustees to approve a professional services agreement for cross connection control program with Hydro Corp in the amount of \$32,400 over two years.***

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

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

9. Recommendation to execute a contract with MSA Professional Services, Inc. for Margaret Street Utility Design. Wodalski reported the Village of Rothschild is in the process of redesigning Margaret Street. The street is located in the Village of Rothschild with water and sewer utilities furnished by the Village of Weston. With the road realignment there are sections of water and sewer main that will need to be relocated. There are fire hydrants that need to be adjusted as well as portions of the main moved around the storm sewer Rothschild will be installing and water valve replacements. Since MSA is doing the street and storm water engineering work for Rothschild it makes sense to have the same engineer do the water and sewer design. The contract amount is \$25,800 for design and bidding documents.

****M/S/P Jensen/Priebe: to recommend to the Board of Trustees to approve a contract with MSA Professional Services Inc. for Margaret Street utility design and bidding documents in the amount of \$25,800.***

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

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

10. Discussion and possible recommendation on Dominika Street Vacation. Wehner reported Joe Muzynoski owns the property at 5803 Mary Lane. It was built too close to the lot line (5.5 feet) and does not meet current set-backs. The set back at time of construction was 30 feet. The building permit indicated it did meet set-backs at the time. Either the home shifted or was built larger than indicated. Initially Muznoski was proposing to apply for a variance. However, he must exhaust all other alternatives by either being denied or proving it impossible before a variance would be considered. A variance will not address the set-back issue which is why he is requesting a street vacation. Staff does not support losing the right-of-way. With a street vacation staff would recommend we would retain an easement, or we could create a 40-foot outlot that would stretch the span of the existing driveway. The easement would mean we would still have the ability to install utilities if a subdivision would be developed to the south. Using the 40-foot outlot option it would mean that the set-back would change from a street side set-back (30 feet) to an interior side set-back (8 feet).

There could be a realignment of the right-of-way to the west by 25 feet giving the property owners on each side a 30-foot set-back. The property owner to the west at 5707 Mary Lane is not in favor of this as he does not wish to lose any of his property. A letter from the owner of 5707 Mary Lane was included in the packet.

There is a third option to reduce the right-of-way to 40 feet, reducing the east side by 26 feet. This would allow for the installation of utilities and a possible pedestrian/bike path to connect to a future subdivision to the south. The driveway would be in the right-of-way, staff would need to be given direction how to handle paying for repairs for the future. Typically, the cost of work done in the right-of-way would be covered by the village.

Wehner added the Board of Trustees could deny all options and do nothing.

****M/S/P Jensen/Hubbard: to recommend to the Board of Trustees to approve a reduction in the right-of-way to 40 feet, by reducing the existing right-of-way on the east side by 26 feet.***

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

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

11. Discussion and possible recommendation of CIP Prioritization. Donner reported the Village is claiming a debt service exemption of \$1.25M in 2019 its 2019 budget and wishes to keep this level of debt service going forward. The Finance Committee took action to allow the Village to borrow up to \$6M in 2019 for projects.

Wodalski reported on the CIP prioritization list. Staff thought that equipment replacement should be prioritized at the highest level in order for the village to maintain our current service level. Staff wants to replace a 1993 plow truck that is 25+ years old and has been rebuilt at least once. The asphalt patching equipment is unreliable and needs to be replaced. We are looking at replacing a single axle plow truck and a leaf vac truck with one truck with a swap box equipped for both plowing and a leaf vac system. The excavator has about \$42,000 of known repairs and possible motor repair. The lease is running out on the street sweeper in 2020 we need to keep up with that or purchase the unit we have. The Skid Steer is a 1993, it is getting old and has continual mechanical problems.

For street replacement the Weston Elementary School area is in poor condition Kennedy Avenue, Sunset Street, Arrow Street, S Timber Street, and Von Kanel Street. The Crestwood Acres area - Randy Jay Street, Rodney Street, Kirk Street, Douglas Lane, Robin Street, and E Everest Avenue is another neighborhood that has drainage and pavement condition problems. Birch Street between Cross Pointe Blvd and Shorey Avenue is also identified along with the Park Ridge neighborhoods.

For buildings village municipal center, safety building, park improvements, and the aquatic center all need improvements to some level or replacement.

The list of candidate projects is extensive. Only the worst on the list were discussed. Donner added John Wallenkamp, from Kueny Architects, the firm that did the feasibility study for our municipal facilities and public safety building will be back to make a presentation to the Village Board next week following up with some questions that were posed back in November. We should approve doing some projects in 2019 and 2020 that will maintain our debt service at its current level. Our Finance Director has made it known if we don't borrow any money it will make our tax rate fluctuate like a yo-yo and not keep the tax rate steady.

Donner commented we are falling behind on equipment and projects. We had made some progress with equipment over the last five years, taking this past year off from purchasing equipment. Donner added it seems to be purchasing equipment is the first "victim" in budget cuts.

****M/S/P Priebe/Hubbard: to recommend to the Board of Trustees to approve the Public Works CIP priorities as listed.***

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

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

12. Discussion and possible recommendation on Special Assessment Ordinance Changes. Wodalski reported this has gone to this committee, the Finance Committee, and the Village Board and the consensus was we would not assess for anything that existed prior. New improvements would be assessed to the property owner as outlined in the special assessment ordinance. (Special conditions eg. corner lots will be assessed on the first side served or the long side and other scenarios will be addressed in the ordinance.) Sidewalk will be a discretionary item in the ordinance. Donner thought sidewalk was something that should be worked through by the committee and village board. The committee thought sidewalk should be removed from being assessed. Donner added there are options we could consider for sidewalk such as cost share for replacing sidewalk at 50:50.

****M/S/P Ostrowski/Hubbard: to recommend to the Board of Trustees to adopt the revised special assessment ordinance language as presented with the modification to remove construction cost and replacement cost of sidewalk.***

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

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

13. Discussion and possible recommendation to enroll in ACH payments and online invoicing for Kerry. Van Swol reported that Kerry (formerly Foremost Dairy) has requested the village to upload our utility bills to their software for payment. They also want the village to accept ACH payments (deposits) to our village account. There isn't a way to flag their accounts for this special billing process. Who would be responsible if someone neglects to upload their utility bills to their system? The village already offers ACH payments that we initiate. We have recently partnered with PSN and Kerry can choose to opt out of paper utility bills and have their utility bills emailed to who they choose. The Finance Committee at their last meeting recommended to deny Kerry's request to enroll in Kerry's ACH payments and online invoicing system.

****M/S/P Ziegler/Priebe: to recommend to the Board of Trustees to deny Kerry to enroll in ACH payments and online invoicing per the Finance Committee recommendation.***

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

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

RESOLUTIONS/ORDINANCES. None.

FUTURE ITEMS.

- 14. Next meeting date(s):**
- | | |
|--|-----------------|
| a. Monday, February 11, 2019 @ 4:30 p.m. | Regular Meeting |
| b. Monday, March 11, 2019 @ 4:30 p.m. | Regular Meeting |
| c. Monday, April 8, 2019 @ 4:30 p.m. | Regular Meeting |
| d. Monday, May 13, 2019 @ 4:30 p.m. | Regular Meeting |
| e. Monday, June 10, 2019 @ 4:40 p.m. | Regular Meeting |
| f. Monday, July 8, 2019 @ 4:30 p.m. | Regular Meeting |
| g. Monday, August 12, 2019 @ 4:30 p.m. | Regular Meeting |

15. Topics for future meetings.

16. Remarks from staff.

- a. **Current projects.** Donner reported staff has been focused the last month or so on Human Resources regarding staff reviews. Tomorrow night there is a meeting with the HR Committee with follow up on the staff reviews, wage increases, etc.

17. Remarks from Committee members. None.

18. Announcements.

19. Adjournment.

Acting Chairman Ostrowski adjourned the meeting at 5:26 p.m.

Donna Van Swol, Utility Clerk