

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

Monday, February 11, 2019, at 4:30 p.m.

AGENDA ITEMS.

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

Roll call indicated 5 Property & Infrastructure Members present.

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

Village staff present were Keith Donner, Michael Wodalski, Valerie Parker, and Donna Van Swol. Also present was Loren White and Dan Weilep the owner of Crane Meadows Golf Course.

4. Approval of minutes from previous meeting: January 14, 2019.

**M/S/P Priebe/Hubbard: to approve the minutes from the meeting of January 14, 2019 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 Jensen/Priebe: to approve water/sewer permit 201900014, 201900015 & 201900016.*

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

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

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

7. **Refuse-Recycling Cart Hangers.** Parker shared the updated refuse / recycling cart hangers to be placed when there is improper placement of recyclables or refuse in the containers.

****M/S/P Priebe/Jensen: to acknowledge the updated refuse/recycling cart hangers to be used when there is noncompliance.***

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. **Main Extension – Crane Meadows Golf Course.** Donner reported that, Dan Weilep, the owner of Crane Meadows has inquired about getting an extension of public water and sewer for a clubhouse he proposes to build on the site. Donner added we would recommend to special assess for this extension.

Wodalski briefly summarized the proposed scope of the project. The current sewer and water mains exist at the end of Zinser Street and Weston Avenue on the north side of the road. The clubhouse would be approximately 550 feet south on Zinser Street. Wodalski added we ran out of bury depth to service this property with gravity sewer, so we are looking at a low-pressure sewer extension. The property owners would need to purchase a grinder pump to pump into the sewer main. We would also extend water main down Zinser Street. The utility over sizing cost would be absorbed by the utilities. The assessed cost would be approximately \$47,500 per property. Wodalski added the street is in poor condition so we would look at reconstructing the street as a rural street at the village cost per our assessment policy. Weilep’s plumber has given him a preliminary estimate of \$45,000 for a private well and holding tank. The public system will have additional costs to the property owners to connect their lateral to the mains in the street.

Donner added we would like to have a preliminary assessment resolution for the next village meeting Monday, February 18. The Public Works & Utility Committee could hold the public hearing at its meeting in March. Weilep is looking to break ground on the clubhouse at the end of the golf season this year and completing water and sewer connection to the clubhouse in early spring 2020.

Weilep is okay with special assessments provided it is similar in cost compared to a private system. He is aware a variance would be required to have a holding tank on the property.

Donner added the property on the west side of Zinser Street is currently farmland and the property is for sale with the potential for future development. Weilep is going to reach out to the property owner and let them know of the intent to extend water and sewer down Zinser Street, so they are not blindsided.

****M/S/P Priebe/Jensen: to recommend to the Board of Trustees to proceed with the special assessment process for Zinser Street south of Weston Avenue.***

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. Contract Amendment No. 2 With Clark Dietz for Review of Sewer Interdependency with Village of Rothschild for Wastewater Tributary to Volkman Street. Donner reported this is an area where we have some interaction with our neighbors. After this area was annexed to the Village of Rothschild, Weston maintained ownership of the utilities. The existing agreement is to allow Rothschild connect to the sewer on Weston Avenue at Greenwood Drive. There are provisions under the terms of the Hook-up Fee Agreement for Weston to require Rothschild to build a sewer metering station. Donner added the question, is our facility large enough to allow the multi-family development that Rothschild is proposing? We need to get a meeting scheduled with Rothschild to discuss their plans. We also need to re-evaluate some of our existing sewer agreements with Rothschild. Donner thought that Rothschild may be of the opinion they should take over ownership of all utility systems within their boundaries. That just creates problems like this at the boundary areas no matter what we do. The amendment with Clark Dietz would be \$13,000 to take a more detailed look at this and the agreements.

****M/S/P Priebe/Jensen: to recommend to the Board of Trustees to approve contract amendment no. 2 with Clark Dietz for review of sewer interdependency with Village of Rothschild for wastewater tributary to Volkman Street in the amount of \$13,000.***

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

10. 2019 CIP. Wodalski reported the capital plan has been discussed with all the committees. We need to prioritize the projects with spending cap of approximately \$4.5M. Staff CIP recommendation is to purchase two replacement plow trucks, replace excavator, (reconstruction of Weston Elementary School Addition, Birch Street - Shorey Avenue to Cross Pointe Blvd, and Crestwood Acres neighborhood), begin design for water and sewer extensions under the Eau Claire River at Ryan Street, repave Ryan Street – Commerce Drive to Weston Avenue, aquatic center upgrades, park upgrades, Public Safety Building improvements, and minor items for the Municipal Center until we know what we going to do for the long term with this building. As we borrow we need to make sure we are incurring costs in a timely manner.

Donner asked the committee members if they would like to be included with a tour of facilities that Kueny Architects is coordinating. The suggested list of communities to visit were Little Chute, Oshkosh, Grafton, Cedarburg, and Mequon. The potential dates in the poll to visit these communities were February 22, 26, and 27.

****M/S/P Ostrowski/Hubbard: to recommend to the Board of Trustees to follow the 2019 CIP as outlined by staff.***

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Hubbard, Tom	Yes
Jensen, John	Yes

Ostrowski, Kevin	Yes
Priebe, Matthew	Yes

RESOLUTIONS/ORDINANCES. None.

FUTURE ITEMS.

11. Next meeting date(s):

- | | |
|--|-----------------|
| a. Monday, March 11, 2019 @ 4:30 p.m. | Regular Meeting |
| b. Monday, April 8, 2019 @ 4:30 p.m. | Regular Meeting |
| c. Monday, May 13, 2019 @ 4:30 p.m. | Regular Meeting |
| d. Monday, June 10, 2019 @ 4:40 p.m. | Regular Meeting |
| e. Monday, July 8, 2019 @ 4:30 p.m. | Regular Meeting |
| f. Monday, August 12, 2019 @ 4:30 p.m. | Regular Meeting |
| g. Monday, September 9, 2019 @ 4:30 p.m. | Regular Meeting |
| h. Monday, October 14, 2019 @ 4:30 p.m. | Regular Meeting |
| i. Monday, November 11, 2019 @ 4:30 p.m. | Regular Meeting |
| j. Monday, December 9, 2019 @ 4:30 p.m. | Regular Meeting |

12. Topics for future meetings. Ziegler will not be at the next meeting, March 11.

13. Remarks from staff. Wodalski reported over the last couple of few weeks there have been a lot of snow plowing events. He asked if any of the committee members were getting any feedback in the community to share them with him. Ostrowski said he gets complaints from residents that their street isn't plowed but an adjacent street is opened. Ostrowski asked if it was possible for the street to be plowed with one pass until they could come back to complete the plowing. Donner asked if we should put the snow plowing policy back on the agenda?

Donner reported we had a water main break by the high school (January 26 – 27) and we had a water main break on Douglas Drive in Rothschild this past week. The Douglas Drive main break was only evident from water seeping into a nearby basement. The property owner was gone for some time. The Douglas Drive property owner has approached the village with an insurance claim.

Priebe asked if there was a way to find out if there is a water main break when using our software. Donner said he thought there was a possibility to purchase something through our meter equipment supplier to supplement the AMR/AMI capability.

Donner reported back in August when staff spoke to the Village Board about staffing going forward there was a recommendation by the Board that we recruit an engineer. Donner felt with the realigning of the administrator's role the engineer position should work itself out. We also had identified the need for a Utility Superintendent and are seeking someone with an engineering background. We are currently advertising for that position now. This will be an administrative middle management job.

a. Current projects.

14. Remarks from Committee members. None.

15. Announcements.

16. Adjournment.

Chairman Ziegler adjourned the meeting at 5:15 p.m.

Donna Van Swol, Utility Clerk