
Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PUBLIC WORKS & UTILITY COMMITTEE
Monday, May 13, 2019, at 4:30 p.m.

AGENDA ITEMS

1. Meeting called to order by Committee Member Jensen at 4:30 p.m.
2. Welcome, introductions and acknowledgement of guests -Trustee Maloney, Planning Commission Member White
3. Roll Call by Recording Secretary Coleman.

Roll call indicated 3 Property Infrastructure Members present.

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Excused
Hubbard, Tom	Present
Jensen, John	Present
Priebe, Matthew	Present
Zeyghami Hooshang	Excused

4. Approval of minutes from previous meeting: April 8, 2019.

*M/S/P Priebe/Jensen: to approve the minutes from the meeting of April 8, 2019 as presented.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

5. Public Comments.
 - a. Requests from the River Park Home Owners Association

Wodalski received a letter from the River Park Home Owners Association requesting a guard rail at the intersection of Ross and Fuller. It's been two years in a row where something/someone ran the stop sign at Fuller Street to the north and knocked down the HOA's privacy fence. This is likely due to drivers not being able to stop in the

winter. There are also quite a few pine trees along the village side of the fence in the right of way that they are requesting the Village cut down. Typically the Village only cuts trees in the right of way if they are deemed to be hazardous, not for aesthetic reasons. Wodalski stated he would get in touch with the Village arborist to see if they would be declared hazardous trees. Hubbard agreed with having the arborist take a look to see if they are hazardous. Hubbard asked how long the guard rail would be, 30 - 40 feet? Wodalski indicated the guard rail would likely be the width of Fuller Street which is a little over 30 feet. Donner asked if these trees are in the right of way. Wodalski said it is kind of hard to see the fence but coming around the curve, there is a fence in the tree line. The trees are on both the private and public side of the fence. Maloney

stated he drives by there all the time and he questioned if it is normal to put the fence on the property line or set it back a bit so as to not encroach the right of way. Isn't the neighbor supposed to give it a little grace there. Maloney suggested checking to see if the fence is in the correct spot. Maloney's observation is normally the trees are falling from inside out and knocking that fence down, but if a few are falling the other direction (from the ROW into private property) then that is something for the Village to look at. Donner stated when our Planning and Zoning Department issues permits for fences, they advise the owner that they are obligated to maintain both sides of the fence. So they don't say it can't go on the property lines, but if they do that they are supposed to get permission from their neighbor. Staff can follow up with Inspector Tatro or Maguire regarding fence placement. Priebe asked how far does the right of way go from the curb? Wodalski said it is 66 on straight part but then when you get to the curve it varies and gets pretty wide. Wodalski said we can look at right of way distances. The guard rail is not a typical installation on a T-intersection, but staff will look into the cost of installation.

6. Approval of permits and applications.

- a. 2505 E Neupert Ave – Carlson Construction
- b. 5206 Winding Creek Dr – Green Tree Construction
- c. 3018 Shorey Ave - Wausau Homes
- d. 3006 Barclay Way – Denyon Homes

*M/S/P Priebe/Hubbard: to approve water/sewer permits.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS

7. Alderson St Bridge Over STH 29 Lane Closure Update

Wodalski said several people have called in asking what the barricades over Hwy 29 on the Alderson St bridge were for. In short, the bridge was hit by an over height load traveling east, which caused damage to one of the support beams. The DOT blocked off one lane of traffic to avoid cars from going on it. They will be evaluating it over the summer. It is expected to be back fully open in fall. Until then, it will be down to one lane for summer.

8. Municipal Separate Storm Sewer System (MS4) Annual Report

Wodalski stated as part of our location in our urbanized area, we have a separate storm sewer system permit through the DNR. The annual report is due at the end of March. The report is meant to provide the DNR with the annual operation and improvements the Village is making to storm sewer facilities. The DNR is asking for more information on erosion control and construction site inspections. The Village currently does not have a good system of tracking verbal warnings, which is the main mechanism we use, especially for residential home builders. Tatro and Maguire are the main individuals conducting the inspections and they tend to give verbal warnings prior to issuing written warnings or citations. The DNR wants to know how many times we are conducting these inspections as well as how many violations staff is finding. Right now, we do not keep track of these. On the report, we then have to state we are unsure of how many warnings we are issuing. Those are red flags for the DNR as they go through our report. We are working with our permitting software to make this task easier for the inspectors to keep track of. Jensen asked if this is going to keep track of all warnings. Wodalski said it is going to keep track of warnings and any actions taken. Wodalski indicated that in recent years, Wausau, Schofield, Rib Mountain, and Merrill have all been audited by the DNR, so the Village is probably close to being next on the list. Staff wants to make sure we are in compliance.

*M/S/P Hubbard/Jensen: to acknowledge the 2018 Village of Weston Separate Storm Sewer System (MS4) Annual Report.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

EDUCATION, PRESENTATIONS, AND REPORTS

POLICY DISCUSSIONS AND RECOMMENDATIONS

9. Recommendations for Consultant Selection, Zinser Street Utility Extension Design

Wodalski mentioned we have been working with Crane Meadow owners and the Wiesneski property owner on west side of Zinser Street regarding extending sewer and water facilities. The next step is to hire a design consultant. We received a bid from Becher Hoppe and Clark Deitz. Becher Hoppe included an extra option for conducting soil borings and their estimate was \$10,000 for design bidding services only. Clark Deitz's proposal for design and bidding services was \$12,475.00. There is a \$2,475.00 difference. Both companies are qualified and staff is very confident either one would do quality work for us. Based on cost, the recommendation is to move forward with Becher Hoppe, as well as conduct the soil borings, as there is expected high ground water in that area. Having that information on the plans for a contractor, could be a big benefit for us at bidding time as it removes some of the unknowns. The more information we can give them the better.

*M/S/P Priebe/Hubbard: to award bid to Becher Hoppe for Zinser Street Utility Extension Design.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

10. Recommendation to Award 2019 Crack Sealing Project

Wodalski said we had 2 bidders Fahrner Asphalt and Precision Seal Coating. Precision has done our crack sealing the last 2 years. They are the low bidder again this year. The budgeted costs is \$160,000, so they are under budget.

*M/S/P Hubbard/Jensen: to award Precision Seal Coating the 2019 Crack Sealing Project.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

11. Recommendation to Award 2019 Chip Sealing Project

Wodalski chip sealing is the older, traditional method of street maintenance. Two bids came in from Fahrner and Scott Construction, with a difference of only \$80.00.

*M/S/P Hubbard/Priebe: to award Chip Sealing Project to Fahrner Asphalt.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

12. Recommendation to Award Asphalt Overlay Contract

Wodalski stated, we only had one bidder in this area. It is typically for our asphalt projects in this area, especially the overlays. American Asphalt came in at a cost of \$240,766.75. This is a little over budget estimate, but this year I did switch from using square yardage unit to a tonnage unit. I am hoping I inflated the cost of the tonnage unit a little bit. In talking with other communities, easier to keep track of for tonnage. The contractor usually gives themselves a cushion for the unknown when they estimate by square yardage. Believe it is still going to come in where we were.

*M/S/P Hubbard/Priebe: to award bid to American Asphalt for 2019 Asphalt Overlay Contract

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

13. Recommendation to Award Schofield Avenue Concrete Repair Contract

Wodalski indicates we are repairing joints and curb and gutter east bound lands from Normandy Street out to Mesker. Similar to the asphalt, Norcon was the only bidder. Total bid was \$222,555, which is slightly under our \$225,000 budget using our capital funds, so it is under budget over all. Priebe indicated are there other companies that do that. I know we talked about this last year. Are we not going out to other places? Wodalski said it is a publicly advertised bid. At the conference last week, I talked to one of the contractors and he said yes we looked at it but we have too much work. We even talked to Norcon last week. Hubbard said you don't wait until the last minute. They might give better prices in the beginning. Hubbard asked if we ever try to get this out sooner. We typically had a March/April time frame, so like the Schofield Avenue got held up with our Capital Budget cycle there. Ideally we

would like to get things out earlier. Looking at past prices, the Norcon price seemed to fall in line. At Public Works Conference last week, the southern part of the state it is 20 percent higher.

*M/S/P Priebe/Hubbard: to award bid to Norcon for 2019 Schofield Avenue Concrete Repair Contract

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

14. Recommendation to Award Harlyn Ave Lift Station Project

Wodalski stated Harlyn Station is one of the lift station we are going to replace. There were three, bidders– 5 sent pre-qualification statements and only 3 submitted bids. The low bidder was Pember Companies utilizing the Option 1 A pump system. Becker Hoppe recommendation is to award Pember Companies using option 1 A pump system– which is the most 2 recent lift station replacements.

*M/S/P Jensen/Priebe: to award bid to Norcon for 2019 Schofield Avenue Concrete Repair Contract

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

15. Professional Services for Water System SCADA Improvements by Integrated Process Solutions

Donner indicated this item is related to ongoing work to upgrade our control system for our water utility. Trying to get a few things done every year. This year we had wrench thrown at us, as we had a water intrusion into a control cabinet for the well detection for the transducer at the Summit Avenue water tower. There is a picture in the packet to show this. Deep snow didn't help. There was a stick put in there to drain the water out. We have also had some issues with communications. This is explained in our cover sheet. The proposal at the Summit Avenue Tower is to get a functioning transducer and electronic programmable

components in a separate enclosure. The two enclosures is a main factor in the estimate. We talked to IPS about this and the estimate is over \$32,000.00. There is a detailed breakdown of this estimate in the packet. The other item we are proposing completing here is programming to fulfill our goal of getting our SCADA more user friendly. We asked them to prepare logic and programming so we could have hourly demand report. To help us out during our high demand periods. The other part of this is the reporting capability to reduce or eliminate the manual data entry that we do for monthly reporting to DNR. So that was the other piece of that programming service which was \$5,000.00 for the hourly report and \$6,750.00 for the programming for the DNR reporting, totaling \$11,750.00. These were some things we were working with IPS on over the course of time to get estimates. We had included some amounts for this work in the capital borrowing. We had included \$30,000 for SCADA upgrades and are proposing we use those funds on the Summit Avenue Tower. There had been some prior amounts authorized on the programming, but we also have the ability to use some fund balance after talking with the Finance Director. We would have the ability to proceed with this. We could also assess where we are going the Alta Verde and Sternberg wells, as these would also need some SCADA improvements as well. We ask for your authorization to proceed on this for the \$27,000.00 for the Summit Tower and the \$11,750.00 on the programming, for the total of \$38,750.00.

*M/S/P Hubbard/Jensen: to award bid to Integrated Process Solutions for Water SCADA Improvements.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

16. Selling of Surplus Property: Walker Mower

Wodalski indicated as part of capital plan, we had replacement of the zero-turn mower. Following the villages disposal surplus property ordinance, we received a quote. The blue book value of mower ranges from \$2,000 to \$3,000 if I guess round numbers. We had a \$3,000 offer for trade in by Jerry's Small Engine. The past practice is that we have been putting an item for sale on the Wisconsin Surplus Auction site. You can set a minimum sale amount, which we normally set at what we know we can get. If it doesn't match the minimum we can still trade it in on whoever gave us that price. The Public Works Committee has to approve the sale. Hubbard asked if we have to pay a commission on this site if they take a percentage on that. Wodalski explained that if an item sells for \$4,000, the buyer pays a buyer fee, so you are going to get your minimum.

*M/S/P Jensen/Priebe: to approve the Selling of the walker Mower.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

17. Intergovernmental Agreement with Town of Weston for Ross Avenue Reconstruction

Donner stated the Town of Weston is proposing to reconstruct parts of Ross Avenue, Kramer and Kersten out to a certain point. Milton Olson approached us since it is joint jurisdiction road. We would need to put together an intergovernmental agreement like we did back in 2012 with the City of Schofield for Alderson Street. This agreement would simply be using that agreement as a template. With the current jurisdiction of road, the Town of Weston would be responsible for 79% of cost and the Village of Weston 21% of the cost. The agreement would be to outline and specify how much of the work is responsibility of which governmental entity. Another thing would be addressing administration and management of the project, which in this case the Village of Weston would be proposing to act as lead agency. We would retain an engineer and those costs would be applicable to the cost split stated. There are some references to some exhibits. We use the Alderson Street agreement as template and have legal counsel from both governmental agencies review. One thing that was added is under number 2(a) – where it does talk about the construction cost split. The next sentence discusses about property potentially being developed in the Town of Weston and if there would be a change in jurisdiction. If property changed jurisdiction would it change responsibility as quoted word for word under 2(a). We would need to bounce it off our attorney. Donner was not so sure that if property was annexed to the Village, that we would automatically take on that liability or ask the developer to do it or hold the Town of Weston responsible before it is turned over to us. Priebe asked for an example. Wodalski used the map to show the property that is for sale and explained if the Village would take over jurisdiction, would the town want us to pay for 100% of road the road costs? If this would occur during the course of this agreement, then there would have to be some adjustments to the agreement. If the agreement is executed and then situations would occur, there would have to be some adjustments made on the percentages. After the date of agreement and prior to construction or something like that, we would want a clause added for this possibility. Jensen asked if we were looking for the Committee to acknowledge this to take it to the Board of Trustees. Donner suggested that the Committee approve it before it goes to the Board of Trustees. Wodalski stated that he is following up with Olson on what he envisions the road to look like and the estimated costs. We don't want to be way to high or way too low. Donner said we should bring it back with additional details after the attorney reviews it on the overall costs and the specific wording.

*M/S/P Jensen/Hubbard: approve the agreement pending attorney review for the Intergovernmental Agreement with Town of Weston for Ross Avenue Reconstruction before this goes to the Board of Trustees.

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

<u>Member</u>	<u>Present</u>
Ziegler, Jon	-
Hubbard, Tom	Yes
Jensen, John	Yes
Priebe, Matthew	Yes
Zeyghami, Hooshang	-

RESOLUTIONS/ORDINANCES

FUTURE ITEMS

18. Next meeting date(s):

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

19. Topics for future meetings

No topics.

20. Remarks from staff

- a. Hiring Updates
- i. Deputy Public Works Director

Wodalski has received eight applicants. We are looking through those this week and then we will interview those candidates.

- ii. Public Works Maintainer/Operator

This was just posted on Friday and we have received two applicants as of this morning. Wodalski explained the full spectrum of a brand new person who doesn't have CDL and how it will take a while to get to a grader operator.

21. Remarks from Committee members.

No remarks.

22. Announcements.

No announcements.

ADJOURNMENT BY 5:17 P.M.