

Village of Weston, Wisconsin
OFFICIAL JOINT PROCEEDINGS OF THE PUBLIC WORKS & UTILITY COMMITTEE AND
PARKS & RECREATION COMMITTEE

held on Monday, June 14, 2021, at 4:30 p.m., in the Board Room, at the Municipal Center

AGENDA ITEMS.

- 1. Meeting called to order by Public Works & Utility Committee (PW&U) Chair Zeyghami at 4:30 p.m.**
- 2. Meeting called to order by Parks & Recreation Committee (P&R) Chair Xiong at 4:30 p.m.**
- 3. Roll Call of PW&U Committee by Secretary Parker.**

Roll call indicated 4 PW&U members present.

<u>Member</u>	<u>Present</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES – VIA ZOOM
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	EXCUSED

- 4. Roll Call of P&R Committee by Secretary Parker.**

Roll call indicated 4 P&R members present.

<u>Member</u>	<u>Present</u>
Xiong, Yee	YES
Zeyghami, Hooshang	YES
Clark, Katrina	ABSENT
Corvino, Dino	YES
Esker, Roger	YES

Staff present: Keith Donner, Michael Wodalski, Shawn Osterbrink, Jessica Falkowski, Swenson, Raczkowski

President Maloney was also present at this meeting. There were two audience members present via Zoom.

PUBLIC COMMENTS

None.

ITEMS REFERRED TO COMMITTEE BY VILLAGE BOARD

- 5. Recommendation on Park Shelter and/or Public Restrooms to be Included with Well 7 and Well 8 Design Near the Disc Golf Course at Yellowbanks Park.**

Osterbrink gave an overview of the proposal, explaining that this is to add a park shelter, which would contain a storage area and public restrooms, along with adding public restrooms within the Well #7 and #8 pumphouse.

Osterbrink explained to Xiong that the design planning is occurring now for the well site, so if we add these amenities, these will have to get planned in now. Wodalski stated we need to be able to give AECOM direction on what to include.

Osterbrink stated we could go with portable restrooms, which currently we pay \$130.00 per month for the one that is at the Disc Golf Course. Osterbrink stated to clean the bathrooms amounts to about \$40.00 per week.

He stated this restroom would be open to public, since at a park. He stated this would be similar to the building with bathrooms located at the Mountain-Bay Trailhead.

Mumper questioned the number of public bathrooms currently there. Osterbrink explained the pit toilets at Yellowbanks are being removed, and how the Board has approved using portable bathrooms there.

Zeyghami stated he feels if people have to use the restroom at the Disc Golf, and if there are not bathrooms available on site, those people will not go to the Municipal Center to use the bathrooms, and how feels we should have a bathroom there, or people are just going to find a place outside to go.

Motion by Corvino, second by Esker: To approve including a park shelter and public restrooms to be included within the Well 7 design near the Disc Golf Course at Yellowbanks Park.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Xiong, Yee	YES
Zeyghami, Hooshang	YES
Clark, Katrina	-----
Corvino, Dino	YES
Esker, Roger	YES

Motion by Mumper, second by Hubbard: To approve including a park shelter and public restrooms to be included with Well 7 design near the Disc Golf Course at Yellowbanks Park.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

ADJOURN PARKS & RECREATION COMMITTEE

Xiong adjourned the Parks & Recreation Meeting adjourned at 4:51 p.m.

6. Approval of 05/10/2021 Public Works & Utility Committee Minutes

Motion by Hubbard, second by Mumper: To approve the PW&U Meeting Minutes of 05/10/2021.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

7. Approval of 06/09/2021 Apache Lane Utility Extension Special Assessment Meeting Minutes

Motion by Hubbard, second by Mumper: To approve the PW&U Meeting Minutes of 06/09/2021.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

ACKNOWLEDGEMENT OF WORK PRODUCT SUBMITTALS

8. Acknowledgement of Water & Sewer Permits and Application.

None.

9. 2020 Annual Drinking Water Quality Report

Swenson explained the annual report. Will then put together a postcard to send to all the utility customers with options they have for receiving the report. Residents should be receiving their postcard soon, if not already. He gave a summary of what is included in the report.

Motion by Hubbard, second by Mumper: To acknowledge the 2020 Annual Drinking Water Quality Report.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

EDUCATION, PRESENTATIONS, AND REPORTS

10. None.

RESOLUTIONS/ORDINANCES

11. Resolution No. 2021-016 to Recommend Approval of the Compliance Maintenance Annual Report (CMAR) for Weston Sewer Utility.

Swenson explained this is our annual CMAR, which is a self-evaluation of the sanitary sewer collection system. He gave a summary of what is in this report.

Motion by Mumper, second by Hubbard: To recommend to the Board of Trustees for approval Resolution No. 2021-016.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

12. Resolution No. 2021-017 Authorizing Resolution for Special Assessments for Driveway Approach, Water, and Sanitary Sewer Improvements for Apache Lane Utility Looping Project.

Donner stated we received several letters from people who commented at the hearing. He stated we also received a letter from Committee Member Serrao. Donner gave a summary of the staff report.

He stated we try to be consistent with our apportionment of costs. He gave examples of projects that were similar and how properties were assessed. He stated we want to try to balance out what is apportioned, what is not assessed, and what is covered by Utility customers. Also have to look at current estimated costs for replacement private systems.

Wodalski explained we have ordinances in place for special assessments of public utilities and if we are going to go against our ordinances, then we need to look at making changes to the ordinances.

Zeyghami questioned if we are looked at deferring it longer. Wodalski stated it is an option, but if so, we would need to change the ordinance to allow that.

Donner explained the option of waiting until private system failures occur.

Zeyghami agreed we can't work against our ordinance. Mumper stated he does not believe we need to change the ordinance.

Fiene questioned if with the cost of assessment, if there is a way to mitigate it to make it easier.

Wodalski went through the assessment costs.

Hubbard stated per the definition, that the entire Village benefits with the improvements. He feels with the idea of this going in anyway, we should be able to use some of the cares act funds to mitigate extra costs.

Donner stated there will be other projects that we can use those funds, we have to be careful and to be consistent. Perhaps look at options of extending the deferral, and could we make subject to a certified soil tester. He stated if we allow a longer deferral, we need to change the ordinance. He stated at some point we need to recover the costs. Zeyghami stated someone has to pay.

Mumper confirmed the other subdivisions had to pay for their connections. Mumper stated these residents will be benefit from the looping.

Zeyghami commented on the public's impression on looping, that it is a full Village benefit, but it will benefit those residents.

Mumper questioned the engineering costs that are part of project. Donner stated the total engineering costs are \$62,400. Wodalski stated we could reduce the assessments by the indirect engineering costs, which would lower individual assessments by about \$2,800.

Fiene stated with regard to not assessing for the mains themselves, he is outvoted on that particular item. He sees a benefit to Donner removing the engineering costs. He stated this would show the taxpayers that we are listening and willing to come down on engineering costs that properties are being assessed. Wodalski explained how the engineering costs break down.

Mumper stated whatever we do today, we will be confronted by the next group of homeowners with the same thing.

Zeyghami stated we need to keep this fair and that tonight we are just making a recommendation to the Board.

Hubbard stated we would have to let an inspector on every property if we gave the option of keeping systems until they fail. Donner stated we need to look further into that.

Motion by Mumper, second by Fiene: To approve Resolution No. 2021-017, with adding the Village Board's discretion to consider removal of the engineering fees.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

STAFF REPORTS

13. CIP Project Status Update

Donner and Wodalski gave a summary of the CIP Update Report.

14. Street Operations Update

Raczkowski gave a summary of his report. He also mentioned how the department is now down one street staff, as Jennifer Suchomski, left employment with the Village of Weston.

White questioned the graffiti on the pedestrian bridge. Wodalski stated we have looked at it in the past, but not sure how to get that taken care of. Raczkowski stated he can talk to County about that.

15. Utility Operations Update

Swenson summarized his staff report. He added that the department is short on staff due to some personal medical issues with a few staff members.

POLICY DISCUSSIONS AND RECOMMENDATIONS

16. Intergovernmental Agreement with the Village of Rothschild for Preliminary Reconstruction Design of Weston Avenue, from Alderson Street to Birch Street.

Wodalski gave an overview from his staff report. Wodalski stated still looking to apply for an LRIP grant with the State.

Agreement is looking for cost estimate and assistance from MSA.

Motion by Fiene, second by Hubbard: To approve the intergovernmental agreement with the Village of Rothschild for preliminary reconstruction design of Weston Avenue, from Alderson Street to Birch Street.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

17. Recommendation to Award Preliminary Design Engineering Contract for Weston Avenue, from Alderson Street to Birch Street.

Wodalski gave an overview, explaining this will be our agreement with MSA, and then we will charge Rothschild their portion.

Zeyghami commented needing a certificate of insurance from the engineering firm, listing the Village of Weston as a certificate holder. Donner stated not typically for engineering firm. Mumper agrees with Zeyghami. Zeyghami stated if engineer gets hurt when surveying, there could be a lawsuit.

Motion by Mumper, second by Fiene: To recommend to the Board to award the preliminary design engineering contract to MSA, for Weston Avenue, from Alderson Street to Birch Street, contingent on having the attorney review the contract language and having a certificate of insurance on file, naming Weston as additional insured.

Yes Vote: 3 No Votes: 0 Abstain: 1 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	ABSTAINED
Mumper, Roy	YES
Serrao, Lopes	----

18. Recommendation to Award Tanya/Tricia Lift Station Construction Contract.

Wodalski explained the project, stating how Pember's low bid came in underbudget by \$49,500.

Motion by Hubbard, second by Fiene: To recommend to the Board to award the Tanya/Tricia Lift Station construction contract to Pember Companies. Q: Zeyghami questioned the timeline. Wodalski explained they would be starting late August, and completed by end of October.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

19. Recommendation to Approve Change Order #1, for Crestwood Acres Reconstruction Project.

Fiene abstains.

Wodalski explained the Change Order, and that the project increase is for \$88,100.

Mumper questioned if other bidders did not include this in their bid. It was stated that it is possible the others did include it in. Ultimately the document is what needs to be done. Wodalski stated the curb stop items will be a separate pay item.

Wodalski stated the total bid packet came in at \$2.7 million. Wodalski stated this change order is about 3% of total costs. Hubbard stated this is triple what it would normally cost. Mumber state cost of metal is up. Hubbard concurred, regardless, it has to get done.

Wodalski stated AECOM and Switlick negotiated the costs of the item.

Motion by Hubbard, second by Mumper: To recommend to the Board to approve Change Order #1, for Crestwood Acres Reconstruction Project. Q: Zeyghami stated we need to talk to the engineer and let them know this is not acceptable.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

20. Recommendation to Approve Contract Amendment #2 with Clark Dietz for Construction Services for the Ryan Street/Apache Lane Utility Looping Project.

Wodalski explained his report and how the Village retained Clark-Dietz for this project.

Mumper questioned the timeline. Wodalski stated usually a completion date is added, but with material shortages, it is hard to define that. They can start sewer work, though may not complete until next year.

Zeyghami stated all contractors should submit their project schedule, and the awarded contractor can update their timeline then.

Motion by Fiene, second by Mumper: To recommend to the Board to approve Contract Amendment #2, with Clark-Dietz for Construction Services for the Ryan Street/Apache Lane Utility Looping Project.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

21. Surplus Auction Items.

Wodalski explained this report.

Motion by Mumper, second by Fiene: To approve and authorize staff to sell/dispose of the surplus items.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Fiene, Nate	YES
Hubbard, Tom	YES
Mumper, Roy	YES
Serrao, Lopes	-----

FUTURE ITEMS

22. Next Meeting Date(s):

- a. **Monday, July 12, 2021 @ 4:30 p.m.**
- b. **Monday, August 9, 2021 @ 4:30 p.m.**

23. Topics for Future Meetings

None.

24. Remarks from Administrator

None.

25. Remarks from Staff

None.

26. Remarks from Committee Members

None.

27. Announcements

None.

ADJOURNMENT

21. Adjournment of PW&U

Motion by Fiene, Second by Hubbard, to adjourn at 6:15 p.m.

Hooshang Zeyghami, Public Works & Utility Committee Chair and Village Trustee

Michael Wodalski, Public Works Director

Valerie Parker, Recording Secretary