

Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PUBLIC WORKS & UTILITY COMMITTEE
Monday, June 10, 2019, at 4:30 p.m.

AGENDA ITEMS:

- 1. Meeting called to order by Acting Chairman Ziegler at 4:30 pm.**
- 2. Welcome, introductions and acknowledgement of guests.**

Diane from Clark Dietz Inc.

- 3. Roll call by Recording Secretary Coleman.**

Tom Hubbard	Excused
Hooshang Zeyghami	Excused
John Ziegler	Called in by Phone
Matthew Priebe	Present
John Jensen	Present

- 4. Approval of 5/13/19 minutes.**

M/S/P Jensen/Priebe: to approve the minutes from the meeting of 5/13/2019 as presented.

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

Member Present:

Ziegler, Jon	
Hubbard, Tom	Excused
Jensen, John	
Priebe, Matthew	
Zeyghami, Hooshang	Excused

- 5. Public Comments.**

None.

- 6. APPROVAL OF PERMITS AND APPLICATIONS.**

- a. 7300 Stonefield Trail
- b. 5201 Quirt Sann Dr
- c. 3010 Barclay Way

M/S/P Jensen/Priebe

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

Member Present
Ziegler, Jon

Hubbard, Tom Excused
Jensen, John
Priebe, Matthew
Zeyghami, Hooshang

POLICY DISCUSSIONS AND RECOMMENDATIONS.

7. Recommendation to Award Ryan Street Paving Contract

Wodalski stated the repaving of Ryan Street from Commerce Dr and south over the highway to Weston Ave is part of the capital improvement plan that was adopted this spring. Ryan Street is in poor condition with extensive rutting and pot holes. Since the creation of the business park this route sees more traffic than it historically did, especially from large trucks. Wodalski indicates we received one bidder – American Asphalt with a total bid of \$162,260.70. This is under the budgeted amount of \$165,000. Wodalski sent the bid packet to RC Pavers as well to get another bid, but we didn't receive anything from them.

M/S/P Priebe/Jensen: to approve awarding Ryan Street Paving Contract to American Asphalt as presented.

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

Member Present
Ziegler, Jon
Hubbard, Tom Excused
Jensen, John
Priebe, Matthew
Zeyghami, Hooshang Excused

8. Recommendation to Adopt Sanitary Sewer Capacity, Management, Operation and Maintenance (CMOM) Program

Wodalski stated the Village received a “D” last year on the Compliance Maintenance Annual Report (CMAR), because we did not have an official Capacity, Management, Operation and Maintenance (CMOM) program adopted. The purpose of the CMOM is to have a long-term operation and maintenance plan for the sewage collection system. The program makes sure we have adequate capacity in the system. One of the requirements is an emergency management program which covers communication and who we notify and how we notify in case we would have an overflow. Wodalski also went over the attachment which showed the elements of the CMOM. The Village contracted with Clark Dietz Inc. to help us with writing the CMOM as they had previous experience working with other communities in the state regarding the program requirements. Wodalski went over some of the goals of the program, such as sewer televising, manhole inspections, and jetting and televising about 1/6th of the system every year. We currently have been doing 1/3 of the system with our annual sewer cleaning process, but we have never televised after the fact. The

purpose of televising after jetting is to confirm that the pipe was actually cleaned. Without televising, there is no guarantee that the pipe is clean. Staff is working on updating the emergency response plan. There are also several interdependency issues with the Village of Rothschild and City of Schofield which staff is still working through as well. The results of the sanitary sewer master plan should help direct those interdependency issues moving forward. Another goal is to develop a standard employee training, so each employee maintaining the system utilizes the same procedures. Ziegler asked if Wodalski wants the Board to approve recommendations. Wodalski said the recommendation is to accept the CMOM as it is presented.

M/S/P Jensen/Priebe: to approve the CMOM as it was presented.
as presented.

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

Member Present

Ziegler, Jon

Hubbard, Tom

Excused

Jensen, John

Priebe, Matthew

Zeyghami, Hooshang

Excused

9. Cedar Creek Interceptor Sewer Access Update

Wodalski stated last year the Village approved a contract with Mi-Tech and had some preliminary discussions with the DNR regarding this project. Swenson said the Cedar Creek Interceptor that is back behind Cedar Creek Drive has about 1700 feet of it that is unable to be accessed for regular maintenance, cleaning and televising. There is an attachment showing the area in question. Mi-Tech completed the delineation and the report and some other preliminary reviews. Village staff was able to make contact with some of the property owners over the last couple weeks regarding any additional easements that may be required. Swenson will be following up with Mi-Tech regarding an amendment to their contract for design. Wodalski said the initial feedback from the DNR was they wanted the access road to avoid wetland B, which is in the southeast corner of where the pipe comes through. The DNR also wanted staff to look at possibly putting a bridge or something similar in to access manhole 158, putting a turn around in and then being able to access manhole 157 from the west. The property owner was hopeful that we wouldn't be crossing the creek. He wasn't against it but he wanted to make sure that if we put a road back there that people wouldn't go down the road into his property. The access would come off Alderson St. Tito Excavating owns the property and have a gated entrance. We can get a key to that entrance. Priebe asked what we need to get back there. Wodalski said we need to get the sewer vac trucks there. When DIS did the interceptor televising, they noted there were partial blockages. Donner said it was at the drastic turn there. Farther down stream they had some blockages that

couldn't be televised. These haven't been cleaned for many years. Wodalski stated approximately half of the flows for the system come through here. A blockage there could impact a lot of people. We were hoping to have a contract amendment on the agenda for tonight, but we are just giving you an update where we are at. No action required.

10. Update on Capital Improvement Plan Projects

Wodalski mentioned this is just an update on where we are at with the 2019 Capital Improvement Plan. The only equipment that has been purchased and the Village has received are those from the Parks Department with the zero-turn mower, the fertilizer/weed spray buggy. The plow trucks, patcher, and excavator have been ordered, but not delivered yet. The excavator should arrive around the 4th of July, the plow trucks late 2019 or early 2020. There was a street sweeper demo scheduled for this Thursday with the Johnston sweeper. There was a demo last week with the updated Elgin sweeper. Staff had a chance to get behind the wheel and operate those sweepers. Some of the sweepers have different size brooms and we can see what works for our situation. Inspections truck, salt tank, and parks trailer have yet to be ordered.

The asphalt overlays have been awarded. Staff began the storm sewer work in the Park Ridge area, and we have begun raising manhole and water valves covers in the other areas. Staff met with Norcon last Friday and marked out concrete repairs on Schofield Ave, primarily between Pine Street and Birch Street. The majority of those in the east bound lanes from Alderson Street to Pine Street and the westbound lanes from Alderson to Pine Street. There are also repairs at Mesker and Von Kanel where we had some concrete blow outs last summer by Covantage. We'll try to get as much of that taken care of. Ryan Street paving was discussed earlier. The majority of the curb repairs are on Schofield Ave. There is a large section from the Shell Station all the way to Birch Street that is going to be redone and on either side of the Target entrance. We are working on the requests for the proposals for the Weston School addition. The way the month of July falls, we have to give them 2 weeks to prepare their responses because of the 4th of July. Ziegler indicated he would like to at least see the proposals before a recommendation is taken to the board. Wodalski said the proposals can be brought to the August meeting. Ziegler said with two of the members missing, he would like it at the August meeting. The Ryan Street river crossing proposal staff is looking at getting out next month. The Harlyn Lift station construction is anticipated in late August or September. Becher Hoppe is working on the Zinser Street utilities. Margaret Street has not been bid yet, this project is on pause due to some issues with the Village of Rothschild. Currently we are staying within budget with the street and utility projects. There are some other Park and Aquatic Center items which are also coming in at or under budget.

11. Summer Street Maintenance Updates

Wodalski mentioned crack sealing should start next week or the 24th at the latest. Crack sealing needs to be done before the chip sealing. Crack sealing will hopefully be done the end of June and the chip sealing hopefully will be done shortly after the 4th of July. The rest of the budget is for remaining maintenance such as patching, spot curb repairs. There were some spots on Barbican and Birch Street just south of Weston Ave which were repaired this summer.

12. PUBLIC WORKS COMMITTEE ROLES AND RESPONSIBILITIES

Donner wants to remind the Committee on their roles and responsibilities as it relates to the Village Ordinance. Ziegler asked if we want to do it twice or do it when everyone is here at the next meeting. Donner stated we can take this to the next meeting. On letter C – coordination of refuse and collection activity, Donner indicated this task has kind of drifted away from the committee as the staff member in charge of this has moved from Public Works to Planning. As we do more with that in the future, any issues with the refuse and recycling will be brought to this Committee no matter what Department is working on those issues. Wodalski asked if we are going to include our Yard Waste Site items as well under that. Donner said we can revise the wording. Wodalski said letter M states review bidding projects. Donner said it is capital projects including building projects, so that could be revised. Wodalski asked if the Committee wanted bidding documents as well. Priebe said we get an overall outline of them. Donner said that the only item would be special assessments we would have to look at. The Board is authorizing a budget to go forward. The Board is actually approving them, so I don't know what the proper process is. We need to confirm what the process is before these get advertised or awarded or both.

RESOLUTIONS/ORDINANCES

FUTURE ITEMS

13. Next meeting date(s):

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

14. Topics for Future Meetings

- RFP for Weston school area.
- Contract for cedar creek sewer.
- The CMAR.
- A couple ordinance under review and revision. Donner said one is related to vegetation and one nuisance. Vegetation is related to trees on private property and trees in the right of way. This committee needs to know what is included in the ordinance. We can bring that to a future meeting.

15. Remarks from staff

- a. Deputy Director Recruitment Update
Wodalski indicated we extended an offer on deputy position and received a verbal confirmation from Dan Raczkowski. He previously worked at Marathon County. He currently works for the City of Wausau.
- b. Public Works Maintainer/Operator Recruitment Update
Wodalski indicates we brought 4 candidates in for interviews and bringing three back for 2nd interviews. We'll let the crew introduce themselves and interview them to help determine which will be best fit to join our team.

16. Remarks from Committee members.

Donner added we had talked at the last Board Meeting about resuming progress on the new municipal facility and we need to get a good strategy on that for public relations. First is to see how it fits with the capital improvement plan and financing that we proposed. There are some unanswered details on the financing we have to make available for the public

Priebe asked on last month's issue on Ross and Fuller. Wodalski said they are meeting Thursday. Donner said we have to discuss the changes on the ordinances and how to determine the understanding of those ordinances. We want to get all Committees on the same Board. We cannot anticipate all these issues from vegetation and trees that are knocked over from the storms. We have to determine this going forward. Wodalski indicates by the kayak launch, property owners had called us and said there were a couple trees leaning toward their property. Wodalski said they are indicating these are dead trees, trees are leaning and they say they are our trees and we need to take them down. We need to clarify who is responsible for what and where.

17. Announcements.

ADJOURNMENT BY 5:13 P.M.