

**Village of Weston, Wisconsin**  
**OFFICIAL PROCEEDINGS OF THE PUBLIC WORKS & UTILITY COMMITTEE**  
held on Monday, September 9, 2019, at 6:00 p.m., in the Board Room, at the Municipal Center

**AGENDA ITEMS.**

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**1. Meeting called to order by Public Works & Utility Committee Chair & Trustee Ziegler.**

Ziegler deferred to Jensen to Chair the meeting. Jensen called the meeting to order at 4:30 p.m.

**2. Welcome, introductions and acknowledgements of guests.**

**3. Roll Call of Public Works & Utility Committee by Secretary Parker.**

Roll call indicated 4 Public Works & Utility Committee members present.

<u>Member</u>	<u>Present</u>
Ziegler, Jon	YES – Present by Phone
Zeyghami, Hooshang	NO – Excused
Hubbard, Tom	YES
Jensen, John	YES
Priebe, Matthew	YES

Village Staff in attendance: Donner, Wodalski, Raczkowski, Swenson, and Parker. There were no people in the audience.

**4. Approval of minutes from the August 12, 2019 – Regular PW&U meeting.**

***Motion by Priebe, second by Hubbard: to approve the August 12, 2019, Regular PW&U Meeting minutes.***

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

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

**5. Public Comments.**

None.

**ACKNOWLEDGE WORK PRODUCT TRANSMITTALS**

**6. Weston School Neighborhood Reconstruction Survey Notice**

Wodalski stated this topic is just as an FYI for the committee. He stated Riverside Land Surveying, who is the subconsultant through Clark Dietz, Inc., will be getting out next week to get a base map survey done for the Weston School Neighborhood Project. The goal is to have some preliminary designs and typical sections to choose from and to discuss. The plan is to hold a Public Information Meeting (PIM) with the neighborhood, sometime in November or early December.

Wodalski stated staff would like to know the preference of the committee if they would prefer the PIM to be conducted during a regular Public Works meeting, or a special Public Works meeting, or just held by staff. Wodalski stated that the special assessment meetings would still need to come through the committee.

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Hubbard stated the PIM could be held by staff and the design team. Jensen agreed stating it will just be informational, and not confrontational.

Wodalski stated there is no action needed, it was just an FYI that there will be a PIM.

## EDUCATION, PRESENTATIONS, AND REPORTS

None.

## POLICY DISCUSSIONS AND RECOMMENDATIONS

### 7. Recommendation to award Margaret Street Utility Project Construction Contract.

Wodalski stated following the award letter by MSA, we did find an error on the bid tab, where one of the columns was not summing correctly. The total bid for the water and sewer costs is \$344,978.00, not \$309,860.00, as noted in the award letter. He explained the original overall CIP estimate for this project is \$441,258, so with design engineering costs, construction oversight, and the bid results, the total is \$405,678, which is \$35,580 under budget.

Ziegler questioned what if they come in with an extra \$60,000, and how are we controlling that? Wodalski stated if major change in construction, there would be a Change Order, which would come to this committee for approval. Wodalski does not see any major changes coming in.

***Motion by Priebe, second by Hubbard: to award Margaret Street Utility Project Construction Contract to Switlick & Sons, Inc. for a bid amount of \$344,978.***

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

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

### 8. Recommendation to award Margaret Street Utility Project Engineering Services Contract.

Wodalski stated the recommendation is to award the utility engineering services contract to MSA for an estimated amount of \$34,900. He stated MSA is the design engineer for the project and has already been retained by the Village of Rothschild to oversee the street and storm sewer part of the work. Wodalski stated as a rule of thumb, we use about 10%-12% when we estimate for engineering services, and their contract comes in at 10.1% of the total cost. Wodalski stated with this we are still about \$35,588 under the CIP estimate.

***Motion by Jensen, second by Priebe: to award Margaret Street Utility Project Engineering Services Contract to MSA in the amount of \$34,900. Hubbard abstained.***

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

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

**9. Recommendation to award Zinser Street Utility Project (south of Weston Avenue) Construction Contract.**

Wodalski stated the bids were opened on August 28<sup>th</sup>. There were 8 bidders, with Jake’s Excavating & Landscaping, LLC, having the low bid of \$196,909.75. He explained how the total project costs will be about \$15,509.75 over the estimated CIP; however, with the other projects coming in under the estimated CIP costs, we should still be under budget. He explained how the bid tab on this was close. They are hoping to start this project in the next month to be completed before Thanksgiving.

***Motion by Hubbard, second by Priebe: to award the Zinser Street Utility Project (south of Weston Avenue) Construction Contract to Jake’s Excavating & Landscaping, LLC, in the amount of \$196,909.75.***

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

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

**10. Recommendation to award Zinser Street Utility Project (south of Weston Avenue) Engineering Services Contract.**

Wodalski stated Becher-Hoppe was the design engineer. Their proposal of \$13,000, is about 6.6% of project costs, which is less than our estimate. He stated they are projecting about 2 weeks of construction.

***Motion by Priebe, second by Jensen: to award Zinser Street Utility Project (south of Weston Avenue) Engineering Services Contract to Becher-Hoppe for \$13,000.***

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

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

**11. Recommendation to approve lease agreement for replacement street sweeper.**

Wodalski stated we are currently leasing our street sweeper through Bruce Municipal Equipment, which is now Macqueen Equipment Group. Current lease payments are \$35,293.13 per year. The lease began in May of 2015, which expires in May of 2020. At that point, we can either purchase the current unit for \$99,800, or turn it in to Macqueen and purchase or lease a different sweeper.

Wodalski stated we contacted Macqueen about a new unit (Elgin Whirlwind) to buy or lease in 2020. He stated we were also in contact with Envirotech Equipment, regarding the Johnston VT652 Sweeper Unit. He stated the total prices came back with Macqueen being a bit higher, but the trade-in value on a lease is \$99,880. Wodalski commented that he did double-check with Macqueen that this trade-in value is accurate, as what he understands is they are buying the unit from the bank for \$99,880, and giving us a credit of \$99,880, essentially giving us \$200,000 of credit for the unit we currently lease and do not own.

He stated our annual lease payment will be \$25,204, which is about \$10,000 less per year. Staff was able to demo both units, and staff did slightly prefer the Johnston, but considering the difference in annual price (about

\$16,000) it is tough to justify recommending the Johnston. Wodalski described some of the differences between the two. He commented how staff is already familiar with the controls and sweeping abilities of the Elgin unit. He stated they would like to proceed with the Elgin Whirlwind unit, and stated the unit takes about 5 months to build.

Jensen confirmed we will be leasing for 5 years.

***Motion by Hubbard, second by Priebe: to approve lease agreement for replacement street sweeper with Macqueen Equipment Group, for an annual lease payment of \$25,204.00.***

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

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

## **12. Recommendation to approve Intergovernmental Agreement with Town of Weston for repaving Kramer Lane.**

Wodalski stated how last month we talked about grant opportunities available for street reconstruction and repaving, as part of a Local Road Improvement Program (LRIP). This project (Kramer Lane) has been discussed with the Town of Weston. This will consist of about a ½-mile of Kramer Lane, from Trotzer Road to Gusman Road, where the Village will be responsible for the west side, and the Town responsible for the east side. This road is in very poor condition (2 out of 10 on the PASER scale). The potential grant funds is estimated at \$34,878.25; though we will not know the true dollar amount until later this year. This is a 50/50 grant and the Village will be responsible for paying about a quarter of the road project.

Wodalski stated the Town did take this up at their August Town Board Meeting, and they did approve working with the Village on this.

***Motion by Jensen, second by Ziegler: to approve Intergovernmental Agreement with Town of Weston for repaving of Kramer Lane, from Trotzer Road to Gusman Road.***

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

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

## **13. Capital Improvements Plan Update.**

Wodalski stated this is just to keep the committee updated on where we are at, and what's been accomplished, completed, and upcoming. We are hoping to get plow truck #17 here for the winter. He stated plow/leaf truck #29 is on the assembly line. He stated the asphalt overlays have been completed; the Schofield Avenue concrete and curb repairs have all been completed; and all paving projects are completed. He stated the Weston School Neighborhood Project design has started. The Ryan Street river crossing is on pause until the sewer and water master plans are completed. He then went through the CIP and described the funds and where they are at.

#### 14. 2019 Street Maintenance Plan Update

Wodalski went over where we are at with the street maintenance projects described in his report. He pointed out that when the crack sealing crew is in the area, we try to have them cover the multi-use paths too.

Jensen questioned if there has been more discussion on the State level on street maintenance funds being available? Donner and Wodalski stated there is a \$75 million Multimodal Transportation Grant Program just announced by the WI DOT. Wodalski displayed an announcement (<https://wisconsin.gov/Pages/doing-business/local-gov/astnce-pgms/aid/mls.aspx>). There are some webinars coming up on September 30<sup>th</sup>, October 2<sup>nd</sup> & October 10<sup>th</sup>, to learn more and see if we can participate in this.

#### 15. Disposition of Surplus Property

Wodalski stated per Village Ordinance 2.602, any property valued in excess of \$100 shall be brought to the Public Works & Utility Committee for approval to dispose of the property as well as to establish an appraised value. He stated this went through the JEMC meeting, and the items presented in his report are those that staff at JEMC approved.

These will be either taken to Nitzke Fall Auction or the WI Surplus Online Auction. He stated with the online auction, we can still display items here at the Municipal Center for the public to see. We will have minimum reserves, based on the values listed in his report.

***Motion by Hubbard, second by Priebe: to approve declare the property listed as surplus and authorize staff to sell/dispose of those items as listed.***

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

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

#### 16. Discussion of 2020 Utility Budgets

Wodalski stated this is just a discussion of the 2020 utility budgets, and bringing the draft budgets to discuss about where we are at right now. He stated he is noticing there will need to be some more refinement on projected expenses.

##### a. Water

Wodalski brought up the water utility budget and stated with the revenue side, as part of the rate case last year, there was the step 2 increase that was approved to take place; though for the PSC order we had to wait until the automatic meter reading project was completed to implement the step 2 rate increase.

Donner stated that was the milestone to be reached, and we anticipated it would be earlier this year, but looking more now to be implemented around January 1, 2020. He stated this primarily impacts the base rates of the water meters. Donner stated this increase still needs to be factored in the revenue projection.

Wodalski stated \$1.50 base rate increase, and about \$0.01 on consumption for just the first 10,000 gallons used, or about \$6 per year.

Wodalski stated when looking year to year, the expenses are projecting a little higher, to reflect the reality that we have been seeing more main breaks and service leaks throughout the winter. Wodalski stated the budget

did not reflect some of the staff planned to be added this year. Donner stated the budget did reflect that, but it was not reflected in the staffing sheet, but we have assumed additional administrative time in there.

Priebe asked about the additional interest income in there. Wodalski stated we borrowed a lot of funds this year for capital projects early on in the year, but the projects are coming in later in the year this year, so there are a lot of funds yet in the bank.

Wodalski stated the goal of trying to get hydrants and valves replaced; these have been done out of the operating fund, and we should be making those capital expenses. Donner stated these have always been capitalized assets, they just have not been done as much. Wodalski then went through some of the costs in the budget.

#### **b. Sanitary Sewer**

Wodalski stated the interest income in 2019 to date is there for the same reason as the water utility. Jensen questioned if we have to spend it by the end of the year. Wodalski stated the 2020 budget is projecting a net loss. Donner stated, in 2016, we started the rate study along with ordinance revision, and concurrently with the water. Donner stated we deferred the sewer rate increase to put in tandem with water increase. Donner stated feedback received from constituents, we should have more smaller increment increases. He said we are looking at a 5% increase this year, and then about 2.5% going forward in future years.

Wodalski stated aside from major expenses on the waste water treatment plant, we are trying to continue a more routine manhole repair program, which should help cut down some of the infiltration that we have, as well as televising and cleaning. He stated we clean about 1/3 of system with staff, and try to televise on a regular basis. We don't have the manpower available to get a lot of that televised while we are cleaning during the summer. We have \$20,000 budgeted for contractors to help televise, to help keep up and to identify bad spots and areas of infiltration for repair on a more regular basis.

Wodalski stated Rib Mountain Metro Sewerage District (RMMSD) has their 2020 rate meeting in October. He spoke to their director, who does not anticipate much of an increase, which there may be a slight decrease.

#### **c. Storm Water**

Wodalski stated not as much interest income, as not as much borrowed. Wodalski stated how this utility stays on budget as we limit what gets allocated there. In the past, salaries were allocated within there, now they have been removed (about 5-6 years ago), as this fund could not keep up. They are putting staff time for street sweeping and storm sewer maintenance back in (time to replace culverts, ditching, etc.); however, any administrative oversight is not in there. Just paying for culverts, inlets, bases, and other incidentals that occur with maintaining the storm water infrastructure.

Wodalski stated these will come back to the committee after further discussion. Wodalski brought up the WI River TMDL study update project, where the Village will have to remodel the stormwater system, to determine what our phosphorus levels are, and what we have to do to potentially meet new phosphorus regulations. As part of that, we have included in the scope for any grant funding that we applied for earlier this year in review of the stormwater utility. The grant results should be coming out in early October, so we should be proceeding with that study later this year or early next year, which will potentially impact rates in 2021.

### **RESOLUTIONS/ORDINANCES**

None.

### **FUTURE ITEMS**

#### **17. Next meeting dates:**

- a. Monday, October 14, 2019 @ 4:30pm – Regular Meeting**
- b. Monday, November 11, 2019 @ 4:30pm – Regular Meeting**
- c. Monday, December 9, 2019 @ 4:30pm – Regular Meeting**

- d. **Monday, January 13, 2020 @ 4:30pm – Regular Meeting**
- e. **Monday, February 10, 2020 @ 4:30pm – Regular Meeting**

**18. Topics for future meetings.**

Donner stated the budget will be discussed.

**19. Remarks from Staff.**

**a. Staffing Updates**

Wodalski stated our new mechanic, Brian Schmidt, will be starting in two weeks (September 23<sup>rd</sup>). Schmidt has been a truck and equipment mechanic for Kolbe & Kolbe for the past 24 years.

**b. TDS Installation Update**

Wodalski showed a map where the installations have occurred, are occurring, and where they will be next. Their hope is to have all done by next summer. Jensen questioned when service will be starting. Wodalski stated as they reach a certain threshold of neighborhoods that are completed and signed up, they will then start service. They will be installing conduit in most of the Village, but will not hook up until enough people sign on. He explained some minor issues TDS had with the subcontractors to their subcontractors.

**c. 2019 Remaining Work Plan**

Swenson stated we already touched on the utility projects, such as Zinser Street and Margaret Street.

Raczkowski stated there are more inlets to fix popping up. We will begin shouldering work tomorrow, if we do not receive much rain in the Park Ridge Neighborhood and on Thomas Ave. There will be about 500 feet of storm sewer installed on Teagan Lane, and there are a number of other small projects to take care of before winter comes.

**20. Remarks from Committee Members.**

None.

**21. Announcements.**

None.

**ADJOURNMENT**

**Motion by Hubbard, second by Priebe to adjourn at 5:24 p.m.**

John Jensen, Public Works & Utility Committee Member  
Michael Wodalski, P.E., Director of Public Works  
Valerie Parker, Recording Secretary