

VILLAGE OF WALWORTH
PUBLIC WORKS COMMITTEE MEETING
MONDAY, FEBRUARY 25, 2019, 4:30 pm
Village Hall , 247 N. Main St., Walworth, WI

MINUTES

1. **Call to Order:** Chairman, Trustee Czaja presiding.
2. **Roll Call:** PRESENT: Trustees, McMahon & Mizialko (Mizialko arrived at approximately 4:40 PM)
ALSO PRESENT: Tim Boss, Public Works Director; Mike Kahl, M & R Property, 316 Kenosha St
3. **Approval of December 3, 2018 Regular Public Works minutes:** A motion by McMahon with a second by Czaja approved the minutes. Carried
4. **Citizen Comments:** Referred from Village Board, 02/11/19, request regarding dog park: Lori Lang, 5th St, e-mailed 2/24/19 regrets for not being able to attend the PW meeting; however, she forwarded a brochure from the City of Janesville. The brochure outlined rules and procedures for a dog park.
 - a. Information from City of Lake Geneva Public Works regarding maintenance: McMahon discussed “follow through” concerns., ie, public participation in fund raising and Village maintenance obligations.
 - b. Cost proposal for fencing – donation campaign: Boss noted snow and weather conditions have delayed field projects including measuring the proposed area.
5. **Request by customer regarding waiver of sewer charges; Mike Kahl, 316 Kenosha St addressed the Committee.**
 - a. Review account: A copy of the account history submitted by Deputy Rogers was provided to the Committee members for review.
 - b. Water softener malfunction: Kahl monitored the softener and determined the unit has been intermitting recycling. Boss clarified and affirmed that a malfunctioning softener would trigger the cycling of clear water through the system and discharge untreated water.
 - c. Policy: Kahl stated he is a Public Works employee of the Village of Clinton and Clinton has a sewer credit policy to cover this type of situation. A copy of the policy as obtained by the Village Office was provided to the Committee members for review. Kahl stated he has information that Walworth has provided sewer charge relief on a case by case appeal in the past.

Czaja noted the PSC Administrative Code allows relief to the water user for pipe breaks and leaks with a reduced water rate on the extreme volume. Kahl noted his appeal is not on the increase in the water charge due to volume; but, on the sewer rate. Czaja pointed out that Walworth is a partner with Fontana in the ownership of FWWPCC sanitary facility. Fontana has no policy regarding sewer rate appeals. Czaja recommends that the policy issue be the determination of the full Board.

A MOTION BY MCMAHON WITH A SECOND FROM MIZIALKO DIRECTS DEPUTY ROGERS TO RECALCULATE THE SEWER CHARGE FOR 316 KENOSHA ST USING THE AVERAGE VOLUME AND TO ISSUE A CREDIT FOR THE SEWER FEE FOR THE EXCESS OVER THE AVERAGE WATER CONSUMPTION. MOTION CARRIED.

THE COMMITTEE CONCURRED THAT A FORMAL POLICY BE A CONSIDERATION OF THE BOARD DETERMINED THROUGH A RESOLUTION OR ORDINANCE TO INSURE FAIR TREATMENT TO ALL CUSTOMERS.

6. **Commercial and residential Cross Connection Program:** Boss has been in contact with HydroCorp and has received the required vacuum breakers.
 - a. **Water Operator Job Description:** Boss noted that City of Lake Geneva, Water Operator 1 job description was adopted by the Committee with the addition of language broadening the scope of service to include any and all responsibilities relating thereto.
7. **Public Works Director's Report:**
 - a. **Water Main breaks:** (2 on Kenosha St., 1 in Lakeview Subdivision): The first bill of approximately \$8,600 has been received with more to come.
 - b. **Snow removal:** The gas tank on the 20 yr. old snow plow was replaced along with other expenses to keep the equipment on the road. Boss recommends the funding of a replacement account for public works large ticket items.
 - c. **Vacation:** A MOTION BY CZAJA WITH A SECOND FROM MIZIALKO AUTHORISED BOSS TO CARRY OVER ONE WEEK OF VACATION TIME INTO THE NEXT YEAR. CARRIED.
8. **Howard and Bonito Street Drainage:** total cost projected is \$180,000, 2020 budget year.
 - a. **Easements:** Fonseca is to be approached in 2019
 - b. **DOT permit:** Scheduled, 2019.
 - c. **Review historical information**

Czaja submitted an engineer's report from 1969 with a storm water system at a cost of \$20,000 directing water to Highway 67. State Funds from the Farmer's Home Administration were available to municipalities in 1989. Boss questioned the storm water flow.

WITH FURTHER DISCUSSION, THE COMMITTEE CONSENSUS DETERMINED THAT A MEETING WITH THE DOT AND THE VILLAGE ENGINEER TO CONSIDER ANY OTHER LESS COSTLY SOLUTION TO THE HOWARD & BONITO DRAINAGE PROBLEM COULD BE BENEFICIAL.

9. **Use of C & C Technologies escrow of \$10,500 to repair sidewalk in Windmill Prairie.** Inasmuch as there is insufficient funds to rework the sidewalk, A MOTION BY CZAJA WITH A SECOND FROM MIZIALKO DIRECTS BOSS TO CLOSE OFF THE SIDEWALK AT BOTH ENDS IN THE AREA OF THE RETENTION BOND.
10. **Comprehensive Outdoor Recreation Plan:** No report.
11. **Howard Street road project bidding requirement:** Boss explained the grant process in Walworth County with Villages alternating the receipt of money. Since Boss submitted two proposals last year, this is the second year the Village has received a grant. Bid letting will be delayed due to weather. The project provides resurfacing Howard St. from the N. Main intersection to the Bonito Street corner.

BOSS IS DIRECTED TO SCHEDULE THE BID PROCESS WHEN WEATHER CONDITIONS PERMIT. HE WAS DIRECTED TO NOTIFY CLERK WASWO REGARDING THE PUBLICATION OF THE OFFICIAL NOTICE. THE COMMITTEE IS TO OPEN BIDS AND WILL FORWARD A RECOMMENDATION TO THE BOARD.
12. **Stormwater Utility:** The list of communities maintaining a storm water utility is on the table.
13. **Five year capital improvements plan: Project list:** The project list is available in the minutes of the 1/23/19 PW meeting.

- a. **Start date for Bill Grunow, Advanced Coating Plus LLC, Fontana – coating of floor donation:** The letter thanking Grunow was mailed.
- b. **Proposals for wall material:** Due to extreme weather conditions this past month no progress has been made.

14. Devil's Lane Shelter Roof (metal): Scheduling: Craig Utesch has submitted a proposal.

15. Alliant Energy easement to install cable on park property and across Summer Drive to loop services: No report.

16. Looping of Brennan Subdivision: No report.

17. 2019 Budget Items and cost proposals:

- a. **Holiday Lights:** Boss asks for project consideration in or prior to September, 2019. Agenda Items b-c, 2020 budget items will be carried forward as project items on the next agenda.

18. CLOSED SESSION: To consider a motion on whether or not to conduct a closed session pursuant to Wis. Stat. 19.86(1)© considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Public Works employee Review: A MOTION BY MIZIALKO WITH A SECOND FROM MAHON DIRECTED THE COMMITTEE TO GO INTO CLOSED SESSION: THE FOLLOWING ROLL CALL VOTE WAS RECORDED:

- i. AYE: MIZIALKO, MCMAHON, CZAJA
- ii. NAY: NONE
- iii. MOTION CARRIED.

THE CLOSED SESSION RESUMED.

23: OPEN SESSION: Return to open session pursuant to Wisconsin Statutes 19,85(2) and take on any items discussed in closed session. No action required.

23. Adjournment: A motion by Mizialko with a second from McMahon adjourned the meeting at approximately 7:20 PM. Motion carried

Respectfully submitted: Louise Czaja, Public Works Chairman

Dated: March 1, 2019

Cc: Committee Members: Dan Mizialko, Pat McMahon

Village President: Tom Connelly

Village Board Members: LeRoy Nordmeyer, Randy Maynard

Public Works Director: Tim Boss

Clerk/Treas., Sabrina Waswo; Deputy Clerk/Treas. Lisa Rogers - Posted: Village Web Site