

**VILLAGE OF WALWORTH  
PUBLIC WORKS COMMITTEE**

Thursday, March 21, 2019, 4:30 p.m.

Village Hall Meeting Room, 227 N. Main St., Walworth, WI

**MINUTES**

1. Call to Order; Chairman Czaja presiding.
2. Roll Call: Present: Members, Pat McMahon & Dan Mizialko  

Also Present: Director, Tim Boss ; Citizen, Bob Ball; President, Tom Connelly  
(arrived at approximately 4:40 pm)
3. Approval of February Regular Public Works minutes: A motion by McMahon with a second from Mizialko approved the 02/14/19 minutes as presented. Motion carried.

**Discussion, Consideration and Recommendation on the following:**

4. Citizen comments:

Report on proposed dog park by Lori Lange: Czaja read an e-mail from Lori Lange to Tom Connelly dated 3/21/19: “I will not be home from work before tonight’s meeting (Public Works). I left plenty of room for tractor access around the perimeter – cost not Installed is 8k based on 1 acre. We got a quote from Menards for 6k but it doesn’t look like it included all the accessories like the Lowe’s quote did, thereby giving me little confidence on cost. If the village will approve the space I can start a go fund me to start raising funds. I think it’s good idea for us to explore the cost of pathway (15 feet maybe) to fence gate so we are compliant with any regulations. Please let me know what you need next.”

- a. Fund raising campaign: The Committee agreed that the Village cannot get involved in any dedication of site or fund raising campaign. Clerk-Treasurer Waswo has expressed concern regarding any Village involvement in a go-fund-me account.
- b. Estimate of cost of fencing: McMahon noted that the Lowe’s fence quote was submitted using a fence calculator. More detail would have to be provided.

Maintenance of the proposed park and ongoing costs was again discussed.

5. Budget report: Village Public Works & Water & Sewer Utility, Impact Fee Accounts:
  - a. street capital outlay:..... \$85,000 (\$60,000, Howard St., \$25,000 patching/crack filling/seal coating).
  - b. Water Utility Maintenance..... \$40,000 (already spent on water leak repairs).
  - c. Water Impact Fees..... \$22,992 (cannot be used for maintenance.)
  - d. Sewer Impact Fees..... \$12,873 (cannot be used for maintenance.)
  - e. Park Impact Fees..... \$22,337 (cannot be used for maintenance.)

Discussion followed: Czaja noted that if the impact fees are not spent by a certain date, they must be refunded. Expiration dates for the impact fees are not easily available, noted Connelly, due to the limits of the prior soft-ware system.

“Use Park Impact Fee Collections in the amount of \$19,737.79 to fund the Comprehensive

Outdoor Recreation Plan”, was an item on the 03/11/19 Village Board agenda. Czaja questioned if the monies should be used on the installation of flush toilet facilities at Badger Park, (1<sup>st</sup> recommendation in COR plan, cost estimate \$8,000). Connelly advised that initially payment for the COR plan was listed in the 2018 budget as funded by a borrowing with approximately a 5 year payment. The proposal to pay off the loan with impact fees would save interest costs, noted Connelly.

Boss advised that the flush toilet project would exceed \$8,000. In response to a question regarding water service to the area, Boss noted that the access main in the area of Badger Park is a force main which prohibits tap-ins, though the maintenance building is serviced by this main.

A MOTION BY CONNELLY WITH A SECOND BY MIZIALKO RECOMMENDS THAT THE BOARD USE THE PARK IMPACE FEE OF \$19,737.79 TO PAY OFF PART OF THE 2018 LOAN FINANCING THE COMPREHENSIVE OUTDOOR RECREATION PLAN. CARRIED.

Boss suggested that the water impact fee provide a mechanical water valve turner. Cost proposals will be submitted at subsequent PW meetings.

6. Public Works Director Tim Boss report.

- a. The crew has been chipping brush.
- b. Park cleanup.
- c. Fixing snow plow damage to tree bank areas.
- d. Getting prices for a replacement generator for a sanitary sewer lift station.

Boss suggested consideration of a purchase of a pump, 6”, to facilitate response time during storm water emergencies.

Connelly reported a conversation with Bruce Nelson, (resident of Randolph St. and former PW Director), structuring retention cells to relieve the storm water issue on Randolph draining the area to Devil’s Lane.

7. Review monthly engineering report: No activity.

8. STORM WATER DRAINAGE

a. Howard and Bonito Street Drainage

- i. Easements
- ii. DOT Permit
- iii. Review of Hamilton Dowden’s concerns, Village Board meeting 3/11/19: Connelly read his e-mail response to Dowden’s concerns.
- iv. E-mail dated 11/16/15 from Kevin F. Koehnke, DOT, to Mark P. Kolczaski, Village Engineer regarding drainage access to Highway 67, subject: Lakeview Subdivision: copies of the e-mail denying the request were provided to Committee members.
- v. Possible alternatives to plan No.: As per discussion at the last PW meeting, a possible less costly proposal to the engineer’s plan would be to pump storm water by pipe to the east.
- vi. Proposed letter to DOT from Committee: McMahon read a proposed e-mail/letter addressed to Koehnke requesting permission to pump storm water via pipe to the culvert at Highway 67. THE LETTER WILL BE FORWARDED TO KOEHNKE AS DRAFTED.

- b. Lakeview Subdivision Public Works Storm Water Drainage Phase 1:
  - i. Timetable: work to be performed by Public Works personnel: Boss indicated that cleaning the culvert and ditch could be accomplished this year.
- c. Retention Ponds:
  - i. Oak Knolls overflow 03/15/19: Connelly and Czaja viewed the area with Boss. Water in the pond had taken a new route around a settled berm resulting in the flooding of two backyards with water coming in under a door of a walk-out basement. The pump commissioned drew down water to a point where the pump began sucking air. Discussion: Boss noted that when the Shodeen property to the east of Oak Knolls develops, the five proposed retention ponds should resolve some of the drainage issues.
  - ii. Historical review: Czaja submitted information from “June 13, 2000, Proclamation of a State of Emergency due to the natural occurrence of Lake Petite flooding”. A letter from Crispell-Snyder, Inc, 07/03/00, indicated that the information collected was inadequate to determine the cause of the additional storm water runoff and it was also difficult to recommend any solution.
- d. Randolph St. Storm Water Drainage: See earlier discussion under Impact Fees.
- e. Storm water utility: Czaja asked if the study by Ehlers on impact fees is complete. Could storm water be included as a fee to developers? Connelly advised that the impact study has been completed and is soon to be released. Fees for the remediation of storm water could be collected by a storm water utility, A list of storm water utilities in the State is available. Costly studies are required to set up a fee schedule for such a utility.

## 9. PARKS:

- a. Comprehensive Outdoor Recreation Plan:
  - i. Badger Park:
    - 1. Toilets. (See discussion under park impact fee.)
  - ii. Devil’s Lane Park:
    - 1. Replacement of Roof: Bid proposals: Boss reported that Craig Utesch has submitted a proposal. Boss will bring it to the next meeting.
    - 2. Proposals for future use: Czaja noted that by 2020, the Big Foot Sport’s complex will be utilized for baseball. The COR plan recommends forming a Park Committee as a recommending body regarding park usage.
  - iii. Toynton Park:
    - 1. Floor Epoxy: contact with donor, Bill Grunow, Advanced Coatings Plus, LLC, Fontana Wi.:
    - 2. Proposals for wall material: The outlay budget for parks is \$15,000 for Toynton Park kitchen and bathroom remodel. Wall measurements are to be taken. Wall installation should be completed prior to floor work.
    - 3. The kitchen will be closed during construction. Parties making reservations are to be notified.
  - iv. Rotary Park:

1. Alliant proposal to install cable, easements: Easements descriptions are to be provided by Alliant.

v. Heyer Park:

1. Landscape plan: Connelly will contact Jason Gerdes, (donor last year) regarding care of the annuals. The condition and possible removal of the large pine will be considered.

Discussion: Czaja questioned if any of the released Eleanora Wickstrom funds had been spent. The petition and order for termination of trust, 09/20/17, provides:

Pole netting	Devil's Lane	\$8,000
Concrete Work	Toynton	6,000
Wiring, Street Lights	Heyer Park	4,000
Additional Fencing	Toynton	5,000
Batting Cage	Toynton	2,000

Following discussion, the item will be forwarded to the next agenda

10. STREETS:

- a. Howard St. repavement: bid schedule for calendar: The bid notice will be in the newspaper for the next two weeks. Bid opening will be at the next PW meeting, Monday, April 19, 2019.
- b. Brennan Subdivision: cost proposals to improve street ends on Summer & Winter Drives: Proposals will be obtained while the contractor is in the area. The cost is subject to Brennan's review prior to the use of the outstanding letter of credit.

11. WATER UTILITY:

- a. Cross connection program for residential and commercial properties: Boss reported no initiation of the program to date.
- b. Job Description for Water Operator: Review draft for agenda item at next meeting.

12. SEWER UTILITY:

- a. Board approval of refund of sewer charge to customer: Refer to minutes of 03/1/19 VB meeting.
- b. Policy proposals regarding refunds: Czaja submitted a draft of a policy for water/sewer refunds for all classes of customers; and, thanked Deputy Clerk/Treas., Lisa Rogers for preparing the complied draft. Committee members and the PW Director are encouraged to review the policy for consideration at the next PW meeting.

13. BUILDINGS:

i. Village Hall:

1. Handicapped accessible doors: On 03/12, Czaja had contacted Odden by phone with a request that the doors be installed by election day, April
2. Odden stopped by the Village Hall to advise that he was waiting for Bauer Glass to respond. Construction completed by April 2 apparently is not possible.

14. Five year capital improvements plan: Project list.

**15. 2019 Budget Items & cost proposals:**

- a. Holiday Lights (2020 village budget)
  - b. Camera at Salt Shed (2020 village budget)
  - c. Fencing around Public Works Building (half water/half sewer - 2020 budget)
  - d. Howard and Bonito Streets pit and pump (2020 village budget)
  - e. Lakeview Subdivision (2020 village budget)
- 16. Adjournment:** A motion by Mizialko with a second from McMahon adjourned the meeting at approximately 5:55 PM. Motion Carried.

Respectfully submitted , 03/23/10

Louise Czaja, Public Works Chairman.

cc: Public Works Committee, Village Board,  
Posting 03/25/19 online at: [www.villageofwalworth.govoffice2.com](http://www.villageofwalworth.govoffice2.com)