

**VILLAGE OF WALWORTH**  
**PUBLIC WORKS COMMITTEE**  
THURSDAY, MAY 30, 2019, 4:00 p.m.  
Village Hall Meeting Room, 227 N. Main St., Walworth, WI

**MINUTES**

1. Call to Order: Chairman Czaja presiding.
2. Roll Call: Present: Pat McMahon  
Absent: Dan Mizialko
  - a. Also Present: Tom Connelly, Village President; Sabrina Waswo, Clerk/Treas.;  
Lisa Rogers, Deputy Clerk/Treas., Tim Boss, Public Works Director  
Charlene Ewert, Citizen, 119 Bonito St.
3. Approval of April 22, 2019 regular Public Works minutes: A motion by McMahon with a second from Czaja approved the minutes as presented. Carried.

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

4. Citizen comments: Mrs. Ewert, recent property owner at 119 Bonito St., questioned the grass clipping pick-up program with note that her grass and leaves were picked up early last year; but, there was no pickup later. She was told there had been equipment failure at that time.

Director Boss advised that normally there is a spring and fall pick-up; however, this has been an unusually rainy season creating changes to all schedules

- a. Phone Call from Jim Long: Chairman Czaja reported two phone calls from Mr. Long with these concerns:
  1. Noise Ordinance: Cutting grass at Rotary Park at 6:30 AM. (Nuisance Ordinance sets early time at 7:00 AM.)
  2. Grass Clippings: He can no longer notify neighbors and requests a last spring pick-up after Memorial Day. Boss has hung door hangers in the neighborhood with notice of the last spring pickup, but will direct a final sweep.
  3. Trash on Curbs: Czaja contacted John's Disposal regarding the rental property on Ridge. Police Chief Milligan had submitted a list to John's of curbside trash accumulated and sitting over the week-end.
- b. Email from Matthew Dunlop on Bonito Street Flooding and Sinkhole: Boss has placed barriers around the area; and, following further investigation, reported that the sinkhole is a cistern located on Dunlop's property. Czaja and Boss will contact Dunlop to advise the cistern is on his property and the remedy must be addressed by Dunlop. Filling with slurry is recommended.
- c. Report on proposed dog park by Lori Lange:
  1. Fund raising campaign: Nothing further.
  2. Plan Commission Review – Badger Conservancy District: President Connelly is in contact with the Village Planner regarding compatibility of a dog park in a conservancy district. Mrs. Ewart voiced her concern regarding Village liability and neighborhood concern.

5. Budget report: Village Public Works & Water & Sewer Utility, Impact Fee Accounts: Budget reports year-to-date were submitted for review at the May regular Village Board meeting.
6. Public Works Director Tim Boss report: Boss reported
  - a. During shop repairs to the 2004 Chevy dump Truck, (jetter: repair costs, \$4,000), the engine blew. The truck has 26,000 miles on it and has a stainless steel dump box body. Recommendations regarding the disposition of the truck will be on the June agenda.
  - b. The 19 year old sewer jetter broke down while on a job on Prairie Drive at midnight. Estimate of repair costs: \$3,500.
  - c. Actual cost of the sewer lift station diesel generator, Janesville Wacker: \$24,878.95. Budgeted: \$40,000. The present generator was purchased approximately 30 years ago. A MOTION BY CZAJA WITH A SECOND FROM CONNELLY RECOMMENDS THE PURCHASE OF THE GENERATOR FOR THE SEWER LIFT STATION FROM JANESVILLE WACKER FOR \$24,878.95, AND THE DISPOSAL OF THE PRESENT GENERATOR TO WISCONSIN SURPLUS ONLINE AUCTION. MOTION CARRIED.
  - d. Public Works Employee Overtime Hours: Information from State of WI. Dept. of Workforce Development has been reviewed Clerk/Treas. Waswo and Director Boss. Boss and Waswo have collaborated regarding compliance with State requirements for overtime compensation. Scheduling from week to week was discussed. Workweek is Saturday midnight to Sunday AM. According to the Village personnel manual, employees can bank up to 40 hours of comp time per year. Boss will report the findings of the schedule changes at the next meeting.
7. Review monthly engineering report: No comments.

## 8. STORM WATER DRAINAGE

- a. Howard and Bonito Street Drainage
  - i. Easements
  - ii. DOT Response to committee letter of 03/21/19: Following initial response with reminders emailed, nothing further. Questions were raised regarding the State's maintenance of the culverts under the railroad overhead. Boss indicated that the amount of water from the Bonito/Howard intersection would not tax the Highway #67 culverts.
  - iii. Possible alternatives to plan: Schedule date to walk area.
  - iv. Plan of action: Continue communications with the State.
- b. Lakeview Subdivision Public Works Storm Water Drainage Phase 1:
  - i. Timetable, work to be performed by Public Works personnel. Continue to place on the agenda.
- c. Retention Ponds: The rental pump, (\$2,000/ per use with a 24 hour advance notice), for Oak Knolls retention pond has been ordered and will be in place Friday AM, May 29. Connelly submitted a cell phone picture of the water running from the farm fields to the pond. The Committee agreed to the inclusion of a pump purchase in the 2020 Public Works budget.
- d. Randolph St. Storm Water Drainage: Water again has collected in the low dip.
- e. Storm-water utility/impact fees: Waswo reported new State information indicating cost regarding such a utility establishment would not affect levy limits. Further information will be sought and brought to the next PW meeting.

## 9. PARKS:

### a. Comprehensive Outdoor Recreation Plan:

- i. Recommendation to form Park Committee: Interested citizens will be directed to President Connelly.
- ii. Badger Park: The PW employee, Todd Nabor, has inspected all the playground equipment and made repairs as necessary.
- iii. Devil's Lane Park:
  1. Replacement of Roof: Bid proposals: Proposals from Craig Utesch and Luna Roofing will be considered at the next meeting.
  2. Proposals for future use: An agenda item for a proposed Park Commission.

### iv. Toynton Park:

1. Floor Epoxy: contact with donor, Bill Grunow, Advanced Coatings Plus, LLC, Fontana Wi.: Czaja has called Mr. Grunow leaving Director Boss's phone number.
2. Review of applications for summer 2019 use: Walworth Grade School is scheduled for May 28/29. Czaja noted the kitchen walls have been painted, shelving removed, stove is out, refrigerator is usable, counter tops cleaned and usable. Boss advised that the water heater has been repaired. Sink appears to be adequate.
  - a. Purchases:
    - i. Stainless steel table & folding table: The pass through may not be usable at this time. A folding table is a consideration.
  3. Proposals for wall material: 2019 budget: borrowing \$15,000 for kitchen remodeling: A MOTION BY CZAJA WITH A SECOND FROM MCMAHON RECOMMENDS OBTAINING BIDS FOR FALL INSTALLATION OF WALL MATERIAL FOR THE TOYNTON PARK KITCHEN AND BATHROOMS. MOTION CARRIED. Floor epoxy will follow wall installation.

### v. Rotary Park:

1. Contribution Box and ordinance: Czaja read Village Ordinance, SKATING AT ROTARY PARK: "the Village Board may designate a skating rink manager, who shall not be a Village employee and shall have the following powers: Connelly will contact Mr. Heinrich regarding the \$250/yr. position. The contribution box on the exterior of the warming shed was discussed. Village personnel do not know who has a key. Waswo noted the financial liability. CZAJA MOVED TO RECOMMEND THE REMOVAL OF THE BOX. MCMAHON SECONDED. MOTION CARRIED.
2. Alliant proposal to install cable, easements: Future work schedule.
3. List of necessary repairs: The warming hut will be locked.

### vi. Heyer Park:

1. Landscape plan & summer maintenance: Gerdes's donated trees. Flowers will not be replaced. Boss will contact contractor Cook to tuck point the fountain.

## **10. STREETS:**

- a. Howard St. repavement timeframe: Village crew made necessary preparations. A piece of curb must be replaced prior to the laying of the asphalt.
- b. Brennan Subdivision:
  - i. Cost proposals to improve street ends on Summer & Winter Drives: Proposals are on file. A review of Attorney Lochowicz's comments from 12/10/18 regarding the letter of credit, raises questions. A copy of the final plat will be reviewed prior to any action. The Village corporate boundaries in the area must be defined.
  - ii. Cost Recovery
- c. Update on Hellas Road Use Permit: Weather delays have been an issue on the project.  
Trustee McMahan excused himself from the meeting at 5:30 PM.

## **11. WATER UTILITY:**

- a. Cross connection program for residential and commercial properties – Progress report: a listing of the commercial and industrial inspections have been posted on the internet. Waswo noted labels have been prepared for mailers to the residential property owners.
- b. Leak Detection Program: Monies have been budgeted for three inspections. Boss noted the drop in the kilowatt hours recorded at the sewer lift station have dropped since the Devil's Lane water leak has been repaired.
- c. PSC Report: Filed.

## **12. SEWER UTILITY:**

- a. Policy proposals regarding refunds: Review proposal: COMMITTEE RECOMMENDATION TO BOARD: A final draft will be prepared for the next meeting.

## **13. BUILDINGS:**

- a. Village Hall:
  - 1. Handicapped accessible doors – contact with contractor: The contractor has called and remeasured. Time and effort invested with the contractor was noted.

**14.** Five year capital improvements plan: Project list: Pump for storm water retention pond.

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

- a. Holiday Lights (2020 village budget): A proposal to install a small cement pad in the middle of the square to hold a pole for lights to create the illusion of a tall Christmas tree could be an option.
- b. Boss reiterated that any Christmas lighting project should be completely planned by September.
- c. Camera at Salt Shed (2020 village budget)
- d. Fencing around Public Works Building (half water/half sewer - 2020 budget)
- e. Howard and Bonito Streets pit and pump (2020 village budget)
- f. Lakeview Subdivision (2020 village budget)

**16.** Adjournment: A motion by Czaja with a second from Connelly adjourned the meeting at approximately 6:40 PM. The next meeting is scheduled for June 27, 2019, 4:00 PM.

**17. Respectfully submitted, June 3, 2019: Louise Czaja, Public Works Chm.**