

VILLAGE OF WALWORTH
PUBLIC WORKS COMMITTEE
MONDAY JULY 29, 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, Member; Dan Mizialko, Member

ALSO PRESENT: Tim Boss, Public Works Director

CITIZENS PRESENT: Sue Carlson 406 Beloit St.

David Rasmussen 204 Bonito St.

(arrived prior to Item 8., left after Item 8.b.)

3. **Approval of July 2, 2019 Regular Public Works minutes:** A motion by Mizialko with a second by McMahon approved the minutes as presented. Motion Carried.

Discussion, Consideration and Recommendation on the following:

A motion by McMahon with a second from Mizialko directed the Committee to move to Item 11: SEWER UTILITY. Motion Carried.

11: SEWER UTILITY:

- A. Policy proposals regarding refunds re: water & sewer charges: Review proposals:
 1. COMMITTEE RECOMMENDATION TO BOARD: Following a review of the third draft, updated July 24, 2019, the Committee determined that:
 - a. Paragraph six on page 1 of 4: “A sewer usage charge adjustment”, is to be moved under the Policy statement.
 - b. The application form is to contain the current volume as billed and the average volume.

A MOTION MCMAHON WITH A SECOND BY MIZIALKO RECOMMENDS THAT THE BOARD ADOPT “THE WATER & SEWER USAGE CHARGE ADJUSTMENT POLICY & PROCEDURE” with items a and b interposed. Carried.

(Copy attached to record)

- C. Application for refund submitted by Mark Noble, Beloit St. The Customer inquiry – Meter Activity report, 406 Beloit St. shows a reading usage for the 06/30/19 period of 78,000 gallons, 58,250 gallons above their average use. A copy of an invoice for a new water softener was attached to the application as verification of the replacement of the malfunctioning unit. Boss noted, should an adjustment be granted; per PSC recent rule, a reduced rate will be applied to the water rate; and, the sewer rate will be adjusted to the average. The adjustment will be calculated and included in the next utility bill.

COMMITTEE RECOMMENDATION TO BOARD: A MOTION BY MCMAHON WITH A SECOND FROM MIZIALKO RECOMMENDS A BILLING ADJUSTMENT BE PROVIDED TO SUSAN CARLSON & MARK NOBLE, 406 BELOIT ST., IN ACCORDANCE WITH THE UTILITY POLICY PROVISIONS. CARRIED.

- B. Letter and application for refund submitted by Kathy Springhorn, 120 Howard St.: The Customer

inquiry – Meter Activity report, 120 Howard St. shows a reading usage for the 06/30/19 period of 74,000 gallons, 60,850 gallons above their average use. Director Boss reported his visit to the residence to verify the increase volume was due to a malfunction of a water softener. The softener is now disconnected.

COMMITTEE RECOMMENDATION TO BOARD: A MOTION BY MCMAHON WITH A SECOND FROM MIZIALKO RECOMMENDS A BILLING ADJUSTMENT BE PROVIDED TO KATHY SPRINGHORN, 120 HOWARD ST., IN ACCORDANCE WITH THE UTILITY POLICY PROVISIONS. CARRIED.

The Committee referred to the agenda order.

4. Citizen comments:

- a. Rick Novak's concerns regarding traffic pattern on Knoll Road: A motion by McMahon with a second from Mizialko refers the matter to General Services. Carried.

5. Budget report: Village Public Works & Water & Sewer Utility, Impact Fee Accounts: Noted. Czaja noted the water department must reimburse \$30,000 of impact fees with interest. The fees were calculated in error.

6. Public Works Director: Tim Boss report:

- a. Purchase of pump to relieve storm water issues, Oak Knolls Retention Pond, Howard & Bonito St. & Randolph St. (Approved by VB 07/08/19):
 - 1. Delivery date: October, 2019.
- b. Status of equipment, (Report on truck issue, see PW meeting 5/30/19): Boss reported the truck is the 2000 model dump truck used for chipping, plowing, jetting. The truck, in for repairs following evaluation, blows fuel out of the exhaust. Inquiries regarding the condition of the engine to Huckstorf Lynch and other agencies all indicate that the engine is beyond repair. The cost of a new engine is \$12,500. Should the engine be replaced, the transmission could go out and other repairs would be required. The wiring is compromised. The dump, however, is aluminum and could be attached to a new body unit. The approximate estimate for a replacement truck is \$80,000. Current operations are being handled without Truck #17. **A MOTION BY MIZIALKO WITH A SECOND FROM MCMAHON RECOMMENDS RETIRING TRUCK #17 IN HOUSE. CARRIED.** A replacement cab will be placed on the five year capital improvement plan.
- c. Report on sanitary sewer line on Prairie Drive: Boss reported there is a landscaping block still in the line. One block was retrieved, but the other block was pushed further down the line.
 - 1. Sewer jetter repairs: The jetter is back in operation.
- d. Any other information or concerns: Boss advised the two new employees, Todd Naber and Matt Nickels have carried over vacation hours, (one employee 40 hrs., the other, 28 hrs.) to provide for possible sick days. Boss recommends that these hours be provided for the next year vacation schedule for these men. A motion by Mizialko with a McMahon approves the carry over of 40 & 28 hrs. as reported. Carried.

The contribution box at the Rotary Park has not been removed. The key must be located. Opening the box is required to facilitate removal.

- e. Review monthly engineering report: Nothing to report.
- f. Installation of drinking fountains in parks: Boss advised that new requirements regarding

cross connections provide that a small shelter be built to house the anti-backflow device. Such a structure in the Village Square would be unsightly. The other of the two fountains donated would also be difficult to install in the other parks.

7. Report of Walworth County Highway Dept. meeting held 06/10/19: The County has adopted an ordinance outlining snow removal on County and State Highways. Czaja had inquired about the maintenance of the ditches along Highway 67 in the Village.

- a. LRIP meeting mid August – Walworth project: Boss noted the Village will not be eligible this next year as a two year grant amount was awarded in 2019.

8. STORM WATER DRAINAGE:

- a. Howard and Bonito Street Drainage: David Rasmussen, 204 Bonito Street, was present to direct concerns and questions regarding the issue. Though Howard Street is in the process of repavement, the work will end before the intersection. In response to Mr. Rasmussen’s inquiry regarding the storm water retention pit adjacent to the intersection, Boss advised that in a prior year Public Works had dug out the pit and dumped a gravel base. The system did not work even after the overhaul. Boss pointed out the newly purchased pump could pump the intersection in minutes.
 1. Easements: A cursory review of the engineer’s plan to install a pit with pump with lines running under the railroad tracks to a retention pond north of the track provided further discussion. Size of the suggested pipe and the recommendation of a retention pond was questioned by Rasmussen. The cost of estimate of \$180,000 to \$200,000 was noted.
 2. DOT Further Response to committee letter of 03/21/19: Clerk/Treas. Waswo submitted a letter dated June 3, 2019 from Kevin Koehnke, PE, Permits Coordinator, SE Region denying the Committee’s proposal to discharge storm water into the ditch line at Highway 67.
 3. Possible alternatives to plan: Schedule date to walk area: Walworth County maintenance: Boss noted an application by the Walworth County Highway Dept. for a work order on the ditch line adjacent to Highway 67. Lack of maintenance of the ditch line was noted by Czaja.
 4. Plan of action: The DOT’s response just submitted will be reviewed.
- b. Lakeview Subdivision Public Works Storm Water Drainage Phase 1
 1. Timetable, work to be performed by Public Works personnel: Mr. Rasmussen questioned the proposal. Boss indicted the first step is to replace the culvert owned by the Village. Providing drainage for Lakeville Road will extend the life of the new overlay on the lower portion. Mr. Rasmussen reviewed the area with note that the State had removed a culvert by the driveway of his property on Highway 67. He noted the soil near the location of the old Libby Factory are sandy and penetrable, and; he further noted the lift station sits in an area of wetland. All present made note of the unusual weather with the more than “normal” abundance of rain.
- c. Retention Ponds:
 1. Oak Knolls flooding and pumping.
 2. Windmill Prairie pond & sidewalk: Windmill Prairie Assn. members have expressed concern regarding the sidewalk section adjacent to the retention pond near Toynton Park. The balance of \$10,000 letter of credit will not cover required remedial costs.
- d. Randolph Street Storm Water Drainage: Nothing further

9. PARKS:

- a. Comprehensive Outdoor Recreation Plan:

1. Recommendation to form Park Committee: President Connelly is to be appraised of

prospective Committee members.

- c. Badger Park: No report.
- d. Devil's Lane Park: Replacement of Roof: Bid proposals. Boss has made several attempts to solicit another proposal to no avail. A MOTION BY MCMAHON WITH A SECOND BY MIZIALKO ACCEPTS THE WRITTEN PROPOSAL BY UTESCH CONSTRUCTION, INC. IN THE AMOUNT OF \$9,266.91. Question: Board approval. Boss noted the item is budgeted; therefore, Board approval is not required. MOTION CARRIED.
 - 1. Proposals for future use: Big Foot High School's use of park contract ends in 2020.
- e. Toynton Park:
 - 1. Floor Epoxy: Contact with donor, Bill Grunow, Advanced Coatings Plus, LLC.
 - 1. Review of applications for summer 2019 use: Boss will schedule a closing date for the park to facilitate the renovation work in the kitchen and bathrooms.
 - 2. Proposals for wall material: Obtain bids for fall installation. A proposal has been obtained from Utesch Construction, Inc. in the amount of \$9,781.95. McMahon will appeal to Utesch for a reduction.
 - 3. Use of Eleanor Wickstrom funds, batting cage & cement under bleachers: A copy of the ORDER FOR TERMINATION OF TRUST, dated 9/8/18 was reviewed. There is \$6,000 available for concrete work for Toynton Park. Boss noted the area under the bleachers is a large patch of weeds. Walworth Grade School is hiring concrete work, thus the timing is advantageous for a proposal. The Committee could consider the installation of a concrete pad. Total amount designated for parks according to the Wickstrom order is \$25,000.

Interest earnings are at a low. Finance will verify the balance in the account.
- f. Rotary Park:
 - 1. President Connelly to speak to Rotary Manager: No report.
 - 2. List of necessary repairs: Boss noted the warming house is padlocked.
- g. Heyer Park:
 - 1. Summer maintenance: The Village Square looks inviting and lovely.
 - 2. Cross connection in park. Nothing further.

10. STREETS:

- a. Howard Street repavement timeframe: Wolf Paving is scheduled for Wednesday/Thursday this week.
- b. Brennan Subdivision:
 - 1. Cost proposals to improve street ends on Autumn & Winter Drives
 - 1. Record of easements filed at Walworth County Register of Deeds: Czaja submitted a copy of the recorded agreement with the Brennan's for Phase I. Included in the agreement is a recorded easement showing a future looping of Autumn and Winter Drive. Prior to any construction, the Brennan's are to be notified.
 - a. Refer to Plan Commission regarding utility looping: Czaja recommends that the

Plan Commission review the file.

2. Autumn Drive: \$23,502.00. Wolf Paving
3. Winter Drive: \$ 9,950.00 Wolf Paving
 - a. Cost Recovery: Letter of Credit 02/20/02
 - b. VB minutes 12/10/18.

c. Update on Hellas Road Use Permit: No further report.

10. WATER UTILITY:

- a. Cross connection program for residential and commercial properties – Work in progress.
- b. Leak Detection Program: No report.
- c. PSC Report: Filed.

11. SEWER UTILITY: (See item, page 1).

12. BUILDINGS:

- a. Village Hall:
 1. Handicapped accessible doors – Doors were installed the week of 07/22/19. Front hall is to be painted. Notice board will be moved to opposite side and drop boxes placed on south side of front hall. Trim is yet to be installed. Police and Clerk/Treas. Office will provide input.

13. Five year capital improvements plan: Project list.

14. Staffing Proposals:

- a. University intern, school of public engineers: Milwaukee School of Engineering and Platteville offer public engineering programs. The Committee discussed the concerns and advantages of hiring an engineering student for the Public Works program through an intern program. The item will be placed on next month's agenda.

15. 2020 Budget Items & cost proposals:

- a. Holiday Lights (2020 village budget): Trustee Reiersen will be invited to give input.
- b. Camera at Salt Shed and Public Works Building (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 McMahon with a second from Mizialko adjourned the meeting.

Next meeting: Monday, August 26, 2019, 4:00 PM, Village Hall.

Respectfully submitted, 7//19: Louise Czaja, PW Chairman

cc: Public Works Committee, Village Board,
at: www.villageofwalworth.govoffice2.com