

**VILLAGE OF WALWORTH
PUBLIC WORKS COMMITTEE
MINUTES–**

Monday, January 26, 2026, 4:00 pm

The public may attend this meeting at the Village Hall, 227 N. Main. Walworth, WI, 53184

1. Call to Order: Chairman. Matt Tanner brought the meeting to order at 4:00 PM.
2. Roll Call. PRESENT: Trustees. Steve Hovestol & Merik Fell.
ALSO PRESENT: President. Louise Czaja; Trustee, Bob Ball; Managers, Chris Holt & Shanon Hammond; Peg Hubertz; Safe Step Project Manager, Scott Prochaska.
3. Minutes: Regular Meeting 12/29/25. A Hovestol/Fell motion approved the minutes as presented. Motion carried.
4. Review of Village & Utility Budgets 12/31/25. A 10/31/25 year-to-date budget report was noted.
5. Comments from Citizens Present: Any item presented to the Public Works Committee by a citizen will be heard and may be placed on the next regular meeting's agenda. Mrs. Czaja noted the noticed PW meeting with Tim Popanda, Administer, Village of Paddock Lake, regarding a proposal to establish a consortium for was cancelled due to a lack of an attending quorum.

DISCUSSION, CONSIDERATION AND RECOMMENDATIONS ON THE FOLLOWING:

A Tanner/Fell motion directed the Committee to item 7 (i) on the agenda: Motion carried.

7. Streets & Sidewalks (Shanon Hammond):
 - i. Safe Sidewalk Step Program/Presentation: Mr. Prochaska introduced his program: Initially, the company conducts an assessment of the conditions of the sidewalks in a community, reviews the ordinances, and provides 1" photos for the review of the local Board. The next step is to review their assessments with the local Board and establish a map of areas for consideration. a calendar of operation, and method of financing, (be it funding provided by the community or special assessments payable by the property owner). Should special assessment be the method of financing, Safe Step would draft and send out letters to the property owners with sidewalks requiring repair or replacement. These administrative costs are built into the repair program.

Discussion: Mrs. Czaja noted that a public hearing would be required according to Village Ordinance regarding sidewalk assessment procedure. Matt Tanner noted that a property owner could individually contract sidewalk repairs. For structurally sound sidewalk panels with lifted seams, the Step Program's contractor, Precision Concrete Cutting, saws the edging to meet compliant requirements. This repair using the Safe Step contractor cuts costs, noted the Project Manager. Mr. Prochaska made reference to the Safe Step programs in City of Burlington and Waterford. If sidewalk panels are cracked and require replacement, the local Board bids out the concrete replacement. Village of Walworth has approximately 14.5 miles of sidewalks. Mr. Prochaska will submit a list of clients. The PW Committee will review the program and solicit input from these communities. Mr. Prochaska concluded his presentation and left the meeting.

A Tanner/Fell motion directed the Committee to Agenda item 1.

1. Report/Project Status: Village Engineer, Baxter & Woodman: Engineer Hemmerich noted the Big Foot Ridge punch list, the closeout documents required from the Randolph St. project, and Highway #14 plans.
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2. 2026 Utility Budget. Committee to review.
3. Technical upgrades: WRWA Energy Efficiency Audit. X Conn Program, GIS System, Rounds Software. Mr. Holt advised that he is working to complete the energy efficiency audit.
4. Public Works computer and network upgrades: *A Tanner/Hovestol motion approved the Intel net work upgrade proposed by Hometown Tech Company. Motion carried. A Tanner/Fell motion recommends the approval of the purchase of a Del Lap Top computer/\$1,750 (including set up). Motion carried.*
5. Advertisement for PW employment: Schedule date for interviews. *A Tanner/Fell motion recommends interviews held Thursday, 02/05/26, 3:00 to 5:00 pm. for candidates submitting applications for the full-time PW position. Motion carried.*
6. Report on Equipment: Shanon Hammond:
 - a. Street Sweeper: Cost proposals to outsource. Mr. Tanner noted that he had forwarded an ad for a used street sweeper. Mr. Hammond has a proposal of \$247,000 from last year.
 - b. Snowplow trucks w/slurry: Mr. Hammond reported prewetting works, only 7 tons of salt (approximately \$500.) was used in the last big snow event.
 - c. ACTION: Proposal/Bucket for BGS-60 Kubota/Johnson Tractor, Harvard, IL, \$1,495.00: *A Tanner/Fell motion recommends the Board approve the purchase of the Kubota bucket from Johnson Tractor, Harvard, IL./\$1,495.00. Motion carried.*
7. Streets & Sidewalks: Shanon Hammond.
 - a. Report: Comprehensive Snow Removal Policy/Shanon Hammond: The report was noted and placed on file.
 - b. Wisconsin Street Reconstruction Project/2025:
 - i. Erosion control project: Rock Road change order #2, \$17,285.65. Nothing further from the project engineer.
 - c. Randolph St.: Watermain & LSL replacements, final invoice: The final documents are yet to be submitted.
 - d. Highway #14 reconstruction project:
 - i. Report: Utility Improvements to existing water & sewer systems/Engineer Hemmerich.
 - a. Recommendation/Plan Commission 01/19/26 re: Use of TID funds. Mrs. Czaja reported that the Plan Commission has reviewed the history documenting the TID District and thus recommends that TID funds be used to fund necessary improvements to the sanitary sewer lift station and the water system in benefit to the property lying in the TID.
 - e. Highway #67 Reconstruction Project: Kenosha St.
 - i. DOT State/Municipal Maintenance Agreement/pending DOT storm sewer review.
 - ii. Street Lights: DOT's email response regarding cost sharing of streetlights and pole installation was noted and will continue to be an item on the agenda.
 - f. Big Foot Ridge East, Engineer's "to do list", Engineer, David Hemmerich.
 - g. Sidewalk east Fairview Drive/Jerry Anerson, Bldg./Zoning: One property on the south side of Fairview Drive in the Meadows subdivision has yet to install sidewalks. John Tracy will submit a copy of the recorded subdivider's agreement to the Building/Zoning Inspector.
 - h. Drainage issues on Plafield Ct.: Snow is filling the ditches.
 - i. Safe Sidewalk Step Program/Presentation., (See above.)
 - j. 2026 Capital Improvement Street: N. Randolph/Plafield Ct. LRIP funding: Nothing further.
8. Water: Chris Holt
 - a. Lead & galvanized private/public service line replacement program 2026: DNR Priority Evaluation & Ranking Formula. See ranking report from DNR. Chris is submitting addresses.
 - b. Lead & galvanized private/public service line replacement program 2027. DNR notification.
 - e. Well #3: Generator/pipe repairs/maintenance: See report from maintenance contractor.

- f. Well #4: Rehab/maintenance.
- 9. Sewers:
 - a. FWWPCC Meeting held 01/13/26: Steve Hovesthol referred to FWWPCC's engineer's report regarding the use of the replacement fund to provide necessary cash flow to fund current operations, necessitating the increase.
 - i. 20% rate increase w/monthly billing/2026 & 20% rate increase/2027. *A Tanner/Fell motion recommends that a sanitary sewer rate increase of 20% be authorized, (matching FWWPCC increase).*
 - b. Grease trap inspections/Jerry Anderson. Building Inspector/Zoning Adm. No report.
 - c. Report: Sewer Lift Station #1 upgrade, TID District Funding
 - i. ACTION: Backup Fog Rod system, quote: Chris Holt, under consideration.
 - d. SCADA Upgrades: Chris Holt, pending.
 - e. Sewer Mains/Relining: Chris Holt.
 - i. ACTION: Recommendation to replace cutter head for sewer jettor, *A Tanner/Hovestol motion recommends the purchase of a standard head, \$1,900 from BEC Brown Equipment. Motion carried.*
- 10. Storm Water/Storm Drains & Detention/Retention Ponds:
 - i. ACTION: Proposed Use of TID fund re: Ponds in Windmill Prairie. *A Tanner/Hovestol motion approves the expenditure of TID funds to provide payment of the weed cutting of ponds in the Meadows of Walworth subdivision. Motion carried.*
- 11. Parks: Shannon Hammond. No report.
 - a. Heyer Park: Repair & Light Fountain: Shanon Hammond.
 - i. New globes on light poles/Power Tech.: Shanon Hammond. Under review.
 - ii Power Tech Estimate re: Electrical in Heyer Park: Possible use of TID funds.
- 12. Buildings. Shannon Hammond
- 13. Compost Site and Grounds: Control & Compliance Issues, disposal of excess: Shanon Hammond
 - a. ACTION: Special Collection Ordinance/ Shanon Hammon. Under review by Ad Hoc Policy & Procedure Committee
- 14. Five-Year Capital Improvement:
 - a. Wisconsin Street: 2025
 - b. Fire Rescue Building: Ad Hoc Building Committee: Manager Hammond reported a mid roof swail and leaking on flat roof of present Fire/Rescue Building.
 - c. Kenosha St.: 2029-2030
 - d. Hwy 14: 2027-2028
 - e. Randolph St.: 2024 final approval, spring 2025
- 15. Items for next month's agenda.
- 16. ADJOURNMENT: A Tanner/Hovestol motion adjourned the meeting at approximately 5:56 PM. Motion carried.

Respectfully submitted 01/29/26

By: Louise Czaja, Village President

Cc: Village Board, Village Engineer , Managers, Chris Holt & Shanon Hammond,
Posting online at www.villageofwalworth.govoffice2.com when approved.