

**VILLAGE OF WALWORTH**  
**PUBLIC WORKS COMMITTEE**  
MONDAY, October 28, 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: Dan Mizialko, Member, Pat McMahon, Member, Tom Connelly, President (Connelly left the meeting at approximately 5:45 PM.)  
ALSO PRESENT: Tim Boss, PW Director & Lisa Rogers, Deputy Clerk/Treas. (present, budget)
3. Approval of September 23, 2019 Regular Public Works & September 30, 2019 Special Public Works meeting minutes: A motion by Mizialko with a second by McMahon approved the minutes as presented.

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

**4. Citizen comments:**

A. Candice Weidenhoeft, 256 N. Main St: Advised: Tenants, one in each building, of the two-building apartment complex located directly north of 256 N. Main St. are throwing feed in the building yards. The feed is drawing wildlife from rodents to deer.

a. CONCERN: Drawing rodents and other wildlife into the urban area

B. Paul Lauterbach, 914 Bennett Drive: Advised: Mr. Lauterbach is planning to close the walk-out basement at his home (914 Bennett Dr.) by putting up a cement wall. He also proposes to bring in fill for his back yard to raise the yard possibly to the top of the berm. His questions:

a. CONCERN: What are the regulations for changing water flow?

b. CONCERN: Who is the contact person at the Village? Mr. Lauterbach noted confusion and misinformation provided today when contacting the Village Building Inspector and the Public Works Director in his attempt to reach the Village Engineer.

c. CONCERN: The Hernandez, 918 Williams St., remedial plans for yard reconstruction. Mr. Lauterbach noted the effects of backyard elevation changes in the neighborhood surrounding the Oak Knolls pond; and, how these changes affect the neighboring properties.

d. CONCERN: Timeframe: Mr. Lauterbach presently has no furnace. The temperature in his home presently has been 51 degrees.

e. CONCERN: Spring thaw and rains: Mr. Lauterbach questioned a proposal to pump the pond to a lower level than the current elevation.

Research has provided a copy of the STORMWATER ORDINANCE which was submitted to Mr. Lauterbach.

**5. Application submitted by Chris Toledo for consideration of Water & Sewer billing for 110 S. Main St.**

- a. Report: According to office staff, an application has not been filed. Chairman Czaja reported she had received a phone call from Mrs. Toledo who questioned the private fire protection charge and billing on Toledo's vacant rental unit. Fire inspection and protection is available to all units occupied or not; therefore, the charge cannot be waived.

**6. Application submitted by Peterson Farms for consideration of Water & Sewer billing for N899 Highway #14.**

- a. Report: Director Boss noted the attached bill for repairs to a water service on the Peterson property. President Connelly questioned the provision of a water service to a property outside the Village's corporate limit.
- b. Report: Boss noted the service was present some eight years ago when he was first employed by the Village. There is no sewer lateral; and, the water service is metered at the barn. Due to the leak, water will be charged at the PSC's reduced rate. Village Ordinances regarding service to land outside the Village limits will be researched.

**7. BUDGET REPORT: Village Public Works & Water & Sewer Utility, Impact Fee Accounts: Review in detail.**

- a. Report: The proposed Village of Walworth Water & Sewer Utility 2020 budget was reviewed in detail. The proposal shows \$1,202,972.00 in revenues with expenses of \$1,202,972.00. Plant additions total \$238,714.94. The proposal will be submitted to Finance for review with a summary publication to follow for a public hearing to be held November 19, 2019.

**8. PUBLIC WORKS DIRECTOR TIM BOSS REPORT:**

- a. Report from DNR dated 10/11/19: Subject WI. DNR Sanitary Survey Report & Notice of Compliance: Suggested response:
  - 1. The vent at Well#6 was approved by the DNR when plans were submitted: Director Boss will contact the DNR regarding this issue.
  - 2. A new screen will be installed at Well 34.
  - 3. A 90 degree elbow for the overflow at the water tower will be installed by KLM Engineering. KLM's employee will present plans for approval to the DNR and will handle all contacts.
  - 4. Containment for Chlorine: Placement of tanks is estimated at \$7,000. Boss is researching less costly options.
  - 5. DNR recommends the installation of an additional sample tap before the check valve. Boss noted all samples have been taken before the check valve.
  - 6. The suggested response letter will be reviewed by Boss and redrafted under the title of the Public Works Committee.
- b. Report on LIRP County Highway Dept. meeting held 10/16/19: Ten applications were submitted for the Local Improvement Road Projects. The Village's application was not among the six selected. The Village received a double amount in 2018; and, will be eligible again for funding in 2021 for a 2022 project.
- c. Report on Walworth County Highway Dept. meeting held 10/23/19: Boss advised that Jefferson county has been producing and applying a salt brine to winter road surfaces in conformity with DNR recommendations. Walworth County is proposing the project for near future production and use in particular for the Village's surrounding Lake Geneva. The City of Elkhorn this past year applied the brine to reduce the salt volume used. Future truck purchases will consider this accommodation of brine use versus salt distribution.
- d. Status of equipment: Nothing to report.
- e. Leaf vac schedule: The leaf vac truck will be out every day. The chipper schedule has ended with the exception of storm debris pickup.
- f. Review employee review forms: Short and concise forms are desired. Connelly and McMahon will collect a sample from FWWPCC for review.
- g. Any other information or concerns: Boss questioned the 2 percent salary increase proposed with note that all other Village departments in prior years have had salary increases upgrading the pay with the exception of Public Works. His concern is maintaining staffing

in view of the competition with the trade industry. City of Elkhorn is in the second round of hiring with a starting wage comparable with the Village pay for the present hourly rate. Boss advised Fontana's shop foreman earns more than he as Director. With the utility funding stabilized, could an increase beyond the 2 percent be considered from the utility funds?

- h. Review monthly engineering report: Nothing further.

## 9. STORM WATER DRAINAGE:

- a. Howard and Bonito Street Drainage: With the new pump in operation, it would take more time to load and move the machine than time in actually pumping this area, noted Boss. Boss will direct a question to the Village Engineer regarding a proposal to pump storm water to the culverts on Grace St. The additional crown on the Howard St. repavement has directed more of the water to the road sides, noted Boss.
- b. Lakeview Subdivision Public Works Storm Water Drainage Phase I.
  - 1. Spring 2020: Ditches and culverts on Lakeville Rd. Research is required regarding any cost sharing at the time of development of the subdivision.
  - 2. Attorney's review regarding special assessments: -mail on file.
- c. Retention Ponds:
  - 1. Declaration of emergency by Village President, Sunday, 09/15/19.
  - 2. Oak Knolls flooding and pumping: Comments by resident of Oak Knolls at Village Board Regular Meeting held 10/14/19: Noted. Boss advised under freezing conditions, the top layer of water will freeze; however, a vacuum creates a dead air space beneath the ice above the bottom of the pond.
  - 3. Windmill Prairie pond & sidewalk: TIF District funds will be utilized. THE PROPOSAL TO USE TIF FUNDS TO UPGRADE THE POND AND SIDEWALK AT WINDMILL PRAIRIE WILL BE DIRECTED TO THE FINANCE COMMITTEE.  
Czaja noted that annual standby sewer charges are authorized as collectible by ordinance for vacant lots . These charges have not been billed for several years. AN INCREASE IN THE STANDBY SEWER CHARGE FROM \$10 WILL BE DIRECTED TO THE FINANCE COMMITTEE FOR REVIEW.
- d. Randolph St. Storm Water Drainage: The south end of Randolph rather than N. Fifth needs repair in 2020, noted Boss.
- e. Big foot High School Sports complex drainage: Connelly advised the Building Inspector has deferred to the State for approval of the bridge.

## 10. PARKS:

- a. Devil's Lane Park:
  - 1. Proposal from Utesch Construction, Inc. \$9,266.91, replacement of roof, approved by VB 08/12/19: Construction schedule: The roof replacement was completed today. Painting the corners and power washing and staining the siding will be a spring project.
    - 1. Proposals for future park use. McMahon recommended the item be considered by the Plan Commission.
- b. Toynton Park:
  - 1. Park closed Memorial Day for renovation.
  - 2. Floor Epoxy – contact with donor, Bill Grunow, Advanced Coatings Plus, thank you letter.
    - i. Fixtures lifted in bathrooms: Funds are included in the 2020 proposed budget for new replacements. Doors are to be painted as a spring project.
- c. Rotary Park:

1. Rotary Manager: No report.
  - i. Removal of contribution box: The key is necessary.
- d. Heyer Park:
  1. Christmas Decorations: Boss has purchased the flag pole.
  - II. Contact with Jennifer Gerdes & Trustee Kristie Reiersen: A brainstorming meeting will be scheduled in the park.

**11. STREETS:**

- a. Brennan Subdivision:
  1. Cost proposals to improve street ends: Boss reported: Jerry Brennan received a proposal from Odling Construction to repair the temporary turn arounds on Autumn and Winter Drive. Brennan will contract and directly fund the improvement.
  2. Referred to Plan Commission regarding utility looping: Czaja noted the DNR recommendation regarding dead end water utilities contained in their inspection report. THIS INFORMATION WILL BE REFERRED TO THE PLAN COMMISSION.
- b. Update on Hellas Road Use Permit: The Sports Complex completion date is 12/23/19.

**12. WATER UTILITY:**

- a. Cross connection program for residential and commercial properties – Progress report: Boss will contact one industrial user regarding a preventative measure.
- b. Leak Detection Program: No report.
- c. Water service to Walworth Post Office: Concrete replacement completed.
- d. Future water main replacement program: valve replacements in 2020. Funds to replace 2 valves in 2020 are included in the utility budget. Boss also advised that the DNR in the near future will be requiring the replacement of lead services and lead wyes in the water system. At this time, the Village has no inventory of service locations.

**13. SEWER UTILITY:**

- a. A Joint Resolution 2-19 Clean Water Funds Loan application as recommended by FWWPCC and approved by Special VB meeting 09/16/19, Walworth Utility Share \$605,000: Deputy Clerk/Treas. recommended not including the proceeds from this loan or the principal and interest expense as the amount of the grant and the actual amount of the loan is unknown at this time. Czaja suggested a notation on the budget summary indicating the eminent project requirement.
- b. Sewer rate increase: An ultimate requirement due to phosphorus removal requirements by the DNR.

**14. BUILDINGS:**

- a. Village Hall:
  1. Painting exterior trim: Boss asked for a color choice. He will order paint.
  2. Sweep for rear door & Plexiglass for Clerk/Treas. pass through. Utesch Construction will install the window and Public Works will install the sweep.

**15. Five year capital improvement plan: Project list.**

**16. 2020 Budget Items & cost proposals:**

- a. Holiday Lights (2020 budget): See Park report.
- b. Camera at salt shed: REFER TO GENERAL SERVICES.
- c. Fencing around Public Works Building (half water/half sewer – 2020 budget)
- d. Howard and Bonito Streets pit and pump (2020 village budget) See prior report.

e. Lakeview Subdivision (2020 village budget). See prior report.

**17. CLOSED SESSION:**

a. To consider a motion on whether or not to conduct a closed session pursuant to Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Employee Benefit Summary forms regarding clothing allowance and comp time request submitted by Director Tim Boss: A motion by Czaja with a second from Mizialko directed the Committee to go into closed session for the purpose as stated in the agenda. The following roll call vote was recorded:

    AYE: Czaja, McMahon, Mizialko

    NAY: None.

The closed session resumed.

**18. OPEN SESSION:**

a. Return to open session pursuant to Wisconsin Statutes, 19.85(2) and take any action on any items discussed in closed session. Czaja made a motion to provide 40 hrs. comp time to Director Tim Boss as provided as a benefit in accordance with other salaried Village employees. Flex time is to be provided on an hour for hours worked over a 40 hr. per week schedule due to an emergency. The Director is to report the emergency to the Public Works Committee. McMahon seconded and the motion carried.

Czaja reported the Clerk/Treasurer proposes the clothing allowance be paid as part of the salary for Public Works employees subject to withholding taxes and benefit expense to the Village. Czaja by motion recommended the allowance be paid out at year end as part of the salary to the Public Works employees with the review of the proposal by the Finance Committee. Mizialko seconded, and the motion carried.

McMahon made a motion to adjourn at approximately 6:30 PM. Mizialko seconded and the motion carried.

Respectfully submitted, 10/30/19 Louise Czaja, chairman

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