

VILLAGE OF WALWORTH
PUBLIC WORKS COMMITTEE
MONDAY, November 25, 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
ALSO PRESENT: Tim Boss, PW Director
Approval of October 28, 2019 Regular 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:

3. Citizen comments: Report on Candice Wiedenhoft complaint from 10/28/19 Public Works meeting: Police Chief Mulligan will alert the property manager of the apartment complex north of 256 N. Main St. of the violation of Ordinance 8-1-9 RODENT CONTROL (a) (c): Elimination of Rodent Feeding Places. Tenants of the Craig Utesch property on Maple St. will also receive a warning.
4. BUDGET REPORT: Village Public Works & Water & Sewer Utility, Impact Fee Accounts: The proposed Water & Sewer Dept. 2020 budget was approved by the Village Board on 11/11/19.
5. PUBLIC WORKS DIRECTOR TIM BOSS REPORT:
 - a. Report from DNR dated 10/11/19: Letter of response dated 11/13/19: Copies of the response had been submitted to Director Boss and the Committee members. The response letter was mailed on November 13, 2019 in compliance with the DNR deadline of November 15, 2019.
 - b. Status of equipment: The washing regiment for the Village tractor & cab have not included washing the undercarriage; thus, salt has eroded the electric wiring. The unit is four to five years old and is the “go to” equipment for snow removal on sidewalks, walking and bike paths. Now, under Boss’s direction, the undercarriage is part of the wash routine.
 - c. Leaf vac schedule: The leaf vac truck will be out every day again as weather permits. The chipper schedule has ended with the exception of storm debris pickup.
 - d. Review employee review forms: Forms from FWWPCC will be used for PW employee review at the next regular PW meeting. Director Boss’s 2019 review form will be considered also at the next PW meeting.
 - e. Any other information or concerns: Approximately 50 property owners have been notified regarding snow removal on sidewalks. Boss recommends the Village Board consider contracting for snow removal of ordinance violators; and, increasing the fee charged according to Village Ordinance 6-2-7 SNOW AND ICE REMOVAL((F), from \$50.00, (current rate for outside service) to \$200.00. A MOTION BY MIZIALKO WITH A SECOND FROM MCMAHON RECOMMENDS THAT THE VILLAGE BOARD INCREASE THE AMOUNT CHARGED ACCORDING TO VILLAGE ORDINANCE 6-2-7 SNOW and ICE REMOVAL (F) EXPENSE FROM \$50.00 TO \$200.00.
 - f. Review monthly engineering report: Nothing further.
6. STORM WATER DRAINAGE:
 - a. Howard and Bonito Street Drainage: Currently, storm water is draining to both sides of the

street, noted Boss. Czaja reported a comment by a citizen that they did not appreciate driving down the center of the road.

b. Lakeview Subdivision Public Works Storm Water Drainage Phase I.

1. Spring 2020: Ditches and culverts on Lakeview Rd. Research is required regarding any cost sharing at the time of development of the subdivision.
2. Attorney's review regarding special assessments: E-mail on file.

c. Retention Ponds:

1. Oak Knolls:

a. Letters to property owners requesting account of damages: Fifteen inquiries were sent to property owners adjacent to the retention pond with a request to return information by 11/22/19.

b. Report of meeting held by FEMA 11/21/19 at City of Lake Geneva Municipal Building regarding new mapping of flood prone areas: Czaja reported the Village of Walworth is not mapped; and therefore, is not considered to be located in a flood plain by FEMA and the DNR. The Village has adopted Ordinance 2009-1, FLOODPLAIN ORDINANCE, on February 9, 2009 for the purpose of joining the National Flood Insurance Program, NFIP. The adoption of the ordinance has allowed property owners to obtain flood insurance.

In a discussion with G. Fritz Statz, GIS Project Manager, Bureau of Watershed Management, DNR., he indicated the current Village's authorized study of the southeast stormwater corridor from Lake Petite to the southwestern edge of the Village by the Village Engineer, Strand & Associates, could be submitted to the DNR for the inclusion of the study and mapping into the DNR's floodplain map. If approved by the DNR, there would be no cost and the benefit would accrue to sound zoning recommendations. Mapping however, affects premiums charged to home owners for flood insurance, noted Czaja.

2. Windmill Prairie pond & sidewalk:

a. Letter of credit referred to Village Attorney at VB meeting 11/11/19: No report to date.

d. Randolph St. Storm Water Drainage: The storm water collected has been pumped this week.

e. Big Foot High School Sports Complex drainage: No further report.

7. PARKS:

a. Walworth County Court hearing scheduled 11/28/19 regarding Wickstrom Fund: Noted.

b. Devil's Lane Park

1. Proposals for future park use. McMahon noted three schools included in Rock Valley Conference maintain that their ball players wear metal cleats. WIAA rules allow metal cleats. The schools with astro turf fields will ban metal cleats. The conference coaches are to vote on the issue. The possibility of Big Foot High requesting the use of Devil's Lane Park for these three games was noted. Boss advised the field lights at Devil's Lane Park are not usable. Obtaining proposals for the removal of the lights is a winter project.

2. Doors on bathrooms at pump station: Poor condition noted.

c. Toynton Park:

1. Replacement of fixtures and countertops: New countertops are ordered. The existing partitions in the woman's bathroom are usable.

2. Proposal from Utesch construction not to exceed \$9,781.95, approved by VB 08/12/19 for renovation of kitchen and bathroom walls, schedule:

Progress report: The ceiling is completed. During colder weather, noted Boss, the walls and counter will be finished.

d. Rotary Park:

1. Rotary Manager.

a. Removal of contribution box: Boss will drill the lock to enable the removal of the box.

e. Heyer Park:

1. Christmas Decorations: Completed.

a. Contact with school for tree lighting in 2020: A tree lighting ceremony will be proposed by an early contact with Walworth Jt. School District #1 and Big Foot High.

9. STREETS:

a. Big Foot Ridge Subdivision:

1. Report on repaving temporary turnarounds, Autumn & Winter Drive: Boss reported a "shoring up" by PW of Autumn with Mr. Brennan's repairs to Winter will "make do" for snow plows this winter.

b. Update on Hellas Road Use Permit: The Sports Complex completion date is 12/23/19: No report.

10. WATER UTILITY:

a. Cross connection program for residential and commercial properties – Nothing further.

b. Leak Detection Program: No report.

c. Future water main replacement program: Valve replacements in 2020. Funds to replace 2 valves in 2020 are included in the utility budget.

11. 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 \$650,000: Question, is this the total with consideration of the \$15,000 grant application? Item for research and report at next meeting.

b. Sewer rate increase: Proposed in 2021.

12. 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. Completed.

13. Five year capital improvement plan: Project list.

14. 2021 Budget Items & cost proposals:

- a. Holiday Lights (2021 budget): See Park report.
- b. Camera at salt shed: REFER TO GENERAL SERVICES.
- c. Fencing around Public Works Building (half water/half sewer – 2021 budget)
- d. Howard and Bonito Streets pit and pump (2021 village budget) See prior report.
- e. Lakeview Subdivision (2021 village budget). See prior report.

15. 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. Annual employee review. 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.

16. 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.

Mizialko made a motion to go into open session. McMahon seconded and the motion carried.

ADJOURNMENT: McMahon made a motion to adjourn at approximately 5:00 PM. Mizialko seconded and the motion carried. The next meeting date is 12/30/19.

Respectfully submitted, 12/02/19 Louise Czaja, chairman

Cc: Board, press