

Public Works Meeting was called to order by Chairperson Foster at 10:00 a.m.

Members present: Foster, Kies, and Broderick.

Also present: Village Administrator David Porter, DPW Kirk Ruetten, Brad Warner of McMahan; Tony Kappell of McMahan; Chris Ferguson of MCO; and Craig Samolinski.

### **Public Participation**

- Bob Ronk, Winneconne School Board President, and Peggy Larson, Winneconne School District Administrator present to discuss the Storm Water Sewer Utility

**Communications** – None

### **Approve Minutes from March 10, 2020 Public Works Committee Meeting**

MOTION by Kies, seconded by Foster, to approve the March 10, 2020 Public Works Committee minutes. Carried by voice vote. Broderick, abstain.

### **Operations Progress**

#### **Operations:**

1. 75 Public Works and Zoning permits to date (listing attached);
2. 28 Service Requests to date (listing attached);
3. 72 Building Permits to date (listing attached);
4. Public Works;
  - a. Street Sweeping program started back up
  - b. Summer Banners switched over and flags installed on Main St.
  - c. PD vehicle repairs and PM's
  - d. Prep'ed Compost for opening
  - e. Prep'ed Watermain Break and large pothole patches for asphalt
  - f. Drained and pumped Twin Harbor Dr. storm sewer outfall for cleaning and televising
5. Grounds/Facilities;
  - a. Dock maintenance performed at all facilities
  - b. Cleaned and prep'ed cemetery
  - c. Prep'ed shelters for opening
  - d. Prep'ed all ball fields for opening
  - e. Installed and prep'ed playgrounds and facilities for opening w/ signage
6. Water Utility (MCO):
  - a. 212 Diggers Hotline Locates to Date (Available at Meeting)
  - b. Four Water Main breaks occurred during the N. 6<sup>th</sup> Street Construction
  - c. RO Pilot skid has been delivered and put into Well# 2. Sub-contractors have been in to get the skid ready for a start-up the week of the 15<sup>th</sup>.
  - d. Tower maintenance has been done or scheduled to comply with DNR Sanitary Survey
  - e. Seasonal water meters have been installed
  - f. Water meter program and CCC program will start back up in Book 1.

- g. Second quarter meter reading will be done in June
- 7. Wastewater Treatment Plant (MCO):
  - a. The WWTF influent flow was maxed out during the 28 May 2020 2.75" of rain. CP# 1 was brought online to handle flow, while the Landings liftstation could not handle flow due to a flooded manhole.
  - b. Annual Cleaning and Televising RFP has been modified for private laterals and will be out soon.
  - c. Continued issue with "rags" at Landings liftstation, with Pump# 1 being pulled weekly

All work during this period was a combined effort of the entire Public Works Staff.

**DPW Report:**

- Working with OMNNI Associates and Wis DOT, on Bridge and Main St. Project,
- Working on WDNR and Sigma Group on PDK environmental project
- Working with DNR and McMahon Group on Holtz/Bigger environmental project
- Working with engineers for several Village projects to include Twin Harbor Dr., Well/Water Quality upgrades, N. 6<sup>th</sup> Street, and Facility Long Term Planning
- Acquiring prices and quotes for FY 2020 projects and equipment
- Reviewed and submitted the Annual PSC Report
- Submitted the PSC Unaccounted Water Loss Report to the PSC

**Old Business:**

**Village Project and Priority**

- Main Street lighting and bridge. Have not signed off on project yet for that reason. Would like to close this project out.
- Trustee Foster – temporary mailboxes on Main Street. Property owners responsibility to replace mailboxes. They were all informed. Property owners were paid to remove and replace mailboxes by the DOT.
- DOT has started liquidated damages on the Main Street Project. The Bridge project has another year and a half on it.
- Finished Twin Harbor Drive project. Warranty should last almost another year.
- North 6<sup>th</sup> Street update. Two contracts – one for utility work and one for street. Utilities should be completed by the end of next week dependent on the weather. The street portion is scheduled to begin on July 6<sup>th</sup> but that date could be moved up to June 22<sup>nd</sup>.
- Brad Warner inquired about Sovereign State Days – still on as far as we know.

**Well and Water Quality**

- Project was supposed to start yesterday. Contractor (from Florida) continues to delay project. Did receive skid.
- Have DNR approval to start , however they are not allowed on site due to COVID.
- Three month study. Magnanese problem in water.

## Storm Water Utility Creation

- Reviewed by Brad Warner, of McMahon.
- Two highest impervious area – high school and a property in the Industrial Park.
- Need to determine basis for the ERU. Will review numbers with DPW Ruetten.
- Capital Improvement Program for stormwater – will have more information at next month's meeting.
- ERU and Capital Improvement budget is used to determine the rate for the ERU.
- Process is to determine ERU rate, hold public information meetings, and adopt ordinance.
- Hope to have implemented by the end of the year.
- Mr. Ronk and Dr. Larson from the School District had questions.
  - o Is this mandatory for today? Or can it be postponed.
    - Currently no mandatory requirement.
    - Currently the Village funds everything with the general fund. A lot of communities have created a stormwater utility to help fund the costs and distribute on a fair basis. It is really just a better way to allocated costs; preparing for the day it becomes mandatory.
  - o The cost to the school is estimated at \$38,000 - \$58,000 annually. This is a huge cost to the school district – could be another teacher.
  - o Will there be any offset for retention ponds? Will look at some sort of credit policy which is yet to be determined. The permit with the state is not about the amount of runoff it is more concerned about the quality (what is in the runoff).
  - o State mandated a biopond for the school when the auditorium was built.
    - There is a difference between a state mandate and Village ordinances.
  - o Concerned about the stormwater runoff from Middle School by the church.
    - Some discharges in the nearby channel. Total suspended solids are being deposited into the retention pond.
  - o Concerned about the timing of charges.
    - Recommendation to the Village Board will be to begin 1/1/2021. Same for the creation of the transportation utility.
- Public Works Committee also had questions?
  - o Trustee Broderick – does that mean we are currently covering costs out of general fund . . . that the general fund will be reduced?

- Village is required to reduce levy limit by the amount spend on stormwater utility in 2013. Basically infrastructure is built to support residents; schools; and churches. However, schools and churches do not pay taxes. . . so the costs will be allocated fairly – or a true user fee.
- Trustee Foster commented that the number one complaint he receives from residents is the condition of the roads.
- Trustee Kies – it makes sense for the DNR to start looking more closely at stormwater.
- DPW Ruetten – EPA has signed off in neighboring municipalities.
- Village Administrator Porter – I understand the timing is difficult with creation of the stormwater utility and transportation utility happening at the same time. However, for the last ten years we have been underinvesting and now we need to play catch-up.
- Trustee Broderick – Transportation utility may be something new. Everything is more – is going to require a lot of education from the Village. Also need to discuss cutting expenses.
- Brad Warner, McMahon – projects are being done much more efficiently for the long term. Asphalt streets require a lot of patching and maintenance. Concrete street cost more upfront but last a lot longer with less maintenance. More sustainable for the community. Cheap is not necessarily the most value for the long term.
- Village Administrator Porter – consumer price index has been between 1% - 3% and the State’s levy limit does not take this into account. Therefore our budget has been decreasing every single year.
- Trustee Broderick – have we look at outsourcing lawncare.
  - Actually had a study done a few years ago – because we hire seasonal help at a lower wage rate it is more cost effective to do it ourselves.
- Trustee Foster – residents living along Main Street when the Main Street project was done were not special assessed for their street. But residents living on Twin Harbor had to pay a special assessment for their street.
- Mr. Ronk – obvious concern the school has is diminishing budget and revenue due to COVID. This will be a setback. Fundamentally about human capital expenses – every head you take out if the equation is very important to our future.
- Trustee Foster – unfunded mandates. School district is a great asset to our community.
- Mr. Ronk asked what some of the critical milestones are?
  - Finalize ERU’s. Public Informational Meetings. Adopt ordinance.

- Informed the School District because we were aware their calendar is not a fiscal year.
- Trustee Foster thanked Mr. Ronk and Dr. Larsen for attending.

**New Business:**

**Approve the 2019 Compliance Maintenance Annual Report (CMAR)**

- DPW Ruetten presented draft of the CMAR. One approved by the Public Works Committee a resolution is created and adopted by the Village Board.
- Currently doing great – no violations. Score of 4.0.

MOTION by Broderick, seconded by Kies, to approve the 2019 CMAR and recommend the Village Board approve the 2019 Compliance Maintenance Annual Report. Carried by voice vote.

**Request for encroachment into Village Easement (255 Twin Harbor Drive)**

- Craig Samolinski, property owner is present to answer any questions.
  - Driveway would encroach the easement by approximately two feet but the garage would be right on the edge.
  - Understand that if there would be a issue in the future . . . .you could come at anytime and tear up my driveway . . . and it would be at my expense to replace the driveway.
  - Still waiting for actual placement of the house from the engineer.
  - Trustee Broderick asked if the structure were moved slightly to the west – it would not be necessary to encroach on the Village easement. Village Administrator Porter expressed his concern – would like to avoid any future conflicts.
- According to Village attorney – the public works committee makes a recommendation. The Plan Commission then makes a recommendation to the Village Board. Final decision is with the Village Board. If the encroachment is approved it must be recorded on the Deed at the County. (Register of Deeds)

MOTION by Foster, seconded by Kies, to approve the encroachment and properly record such on the property deed at the County; and recommend the Plan Commission recommend the Village Board approve the request for encroachment as presented on diagram 5A in to the Village Easement located at 255 Twin Harbor Drive. Carried by voice vote.

**Vehicle Equipment Replacement Discussion**

- Reviewed by DPW Ruetten.
- Village Board actually approved a Vehicle Equipment Replacement Fund but has yet to be created.
- Per the auditors – have to determine the time spent per vehicle per department.

- Currently need to replace a dump truck. Looking for direction.
  - o Preference is to sell the 2015 dump truck and keep the 2010 dump truck. Something to think about . . . just need to get specs out for bid as it is a long process.
- Also looked at a used piece of equipment that would replace three current pieces – dual function between water and sewer.
- Trustee Broderick requested a cost to own analysis.
- Trustee Kies inquired if we would have revenue from the sale of the equipment – yes.
- Discussed Sanitary District #3 – they would also like a breakdown of expenses used for the Sanitary District. They just want to pay for what the SD#3 uses and not subsidize the Village expenses.
- Remember any postponement of the decision adds maintenance costs.

**Set next meeting date and adjourn**

- Scheduled next meeting date for July 14<sup>th</sup> at 10:00 a.m.
- Trustee Broderick would like to schedule a tour of the facilities.
  - o Scheduled for Thursday at 11:00 a.m. after Board of Review.

MOTION by Foster, seconded by Broderick, to adjourn. Carried by voice vote.

11:53 a.m.

Minutes respectfully submitted by,

Jacquin Stelzner  
Clerk-Treasurer  
Village of Winneconne