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VILLAGE OF WEBSTER

STREET & UTILITY MEETING

Minutes with “Full” Board

Thursday – July 14, 2016 @ 6:00 p.m.

Village Office

7505 Main Street West, Webster, WI

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- I. **CALL TO ORDER** – Street Chairman, Kelsey Gustafson called the meeting to order at 6:00 p.m.
 - II. **PRESENT** – Village President, Jeff Roberts; Chairman, Kelsey Gustafson; Chairman, Darrell Sears; Members; Sarah Casady, Greg Widiker and Trustees; Charlie Weis and Tim Maloney. Others: Dave Rasmussen – MSA; Jay Heyer, Public Works Director; Terry Erickson; Bob Pardun and Patrice Bjorklund, Clerk-Treasurer. Absent: None.
 - III. **ROLL CALL.**
 - IV. **PUBLIC NOTICE OF AGENDA – DELETIONS/CORRECTIONS.**
 - V. **VISITOR RECOGNITION.**
 - VI. **TERRY ERICKSON REQUEST TO HELP DEFRAID COSTS OF DRIVEWAY/ALLEY/ROAD DISCUSSION** – Mr. Erickson has been in contact with Mark Krause, Surveyor for Wagner Surveying. He stated that Mr. Krause thought it would be a good idea to make public access going into his property from Apple Street. This would help alleviate traffic congestion there. He had gotten a proposal for installing silt fence, 15” x 60’ steel culvert with end walls, strip sod, level approximately 2’ of fill and 6” of road gravel 32’ wide with walkway approximately 12’ wide. Including seeding. Any sewer main would be insulated 4” thick x 4’ wide at \$14.00 per foot. The cost for the proposal was \$8,800. He was asking for the board’s help with paying for some of those costs. He had asked Public Works Director, Heyer if the street sweepings could be used for the base of that road on the south of Apple Street. Public Works Director, Heyer stated it could be used. He also noted that a culvert needs to be added to the Highway 35 side of the property. Chairman, Gustafson noted that the sewer main insulation is under the proposed road site. This needs to be done before winter for freezing concerns. Mr. Erickson wanted it noted that it wouldn’t be necessary for a road. He thought a walkway or alley would suffice. He said the area is only used for parking during the food giveaway and for staff. The food giveaway is twice a month he stated. He also mentioned that there is a 100’ section of sewer main that is insulated on the north side of his building between there and the Minit Mart. He noted that it is insulated to the north side of the power pole located on the property. Public Works Director, Heyer wants to meet with Mr. Erickson in the near future and make sure that all areas are insulated properly before winter. Mr. Erickson agreed. Village President, Roberts felt that the board was not in the position to put any road or alley on that property. It does not serve the residents of the village. Mr. Erickson didn’t mind, he thought he would propose the idea to the board. He appreciated the board listening to his request and will abandon the idea at this time. He will work with Public Works Director, Heyer to make sure all utility mains are insulated properly before winter.

VII. CDBG BUDGET FUNDING DISCUSSION FOR REHABILITATION PROJECT – Village President, Roberts gave the floor to Dave Rasmussen. He stated that the original Project Budget for the following items was \$820,000. The scope of the project is as follows:

- Rehabilitate the existing 3 lift stations by installing new pumps, electrical controls and panels;
- Rehabilitate or replace 5 sanitary sewer manholes and line approximately 15 others;
- Line approximately 4,000 feet of sanitary sewer main;
- Purchase a standby generator and jetter truck;
- Complete engineering and administration related to the project.

The rehabilitation of the 3 lift stations is 95% complete. The actual cost of rehabilitation exceeded the cost estimate leaving little funds for sanitary sewer manhole rehabilitation and sewer lining. The scope was reduced to just lift station rehabilitation. Dave wanted the board to know that the total budget for the project through the Clean Water Fund Loan was \$436,970. He recommended the board request the maximum allowed for funding which is \$500,000 to complete manhole rehabilitations to the worst ones in the village. Public Works Director, Heyer stated that he had done an analysis of the manholes in the village with Mike Hagness, Project Engineer for MSA. He noted that there were 35 – 40 manholes that were in poor condition and would be subject to infiltration issues. The heavy rains sustained on the Monday, July 11, 2016 storm caused 8 ½ to 10 inches of rain to tax the manholes with infiltration in the village, therefore causing pumping problems in the lift stations. If the manholes would have been properly rehabilitated, the infiltration would not have been as severe Public Works Director, Heyer noted. He stated there are approximately 140 manholes in the village and not all of them are in bad shape. Just the 35 – 40 he had mentioned. If the grant funding was given to the village for the additional dollars, those manholes would be refurbished causing less infiltration to the system he noted. Member, Widiker asked the question why infiltration is so bad. He also noted that part of the grant would be to replace the trash pump (jetter pump) that was needed to help pump out the manholes. Basically, Public Works Director, Heyer noted that the pumps can't keep up with all the water in the system and it backs up into people's basements. He stated that the village is treating water that doesn't need to be treated. In an event like we had, all of that water is being pumped into the Yellow River supply and the DNR does not like when that happens. He mentioned that a Public Notice will be put in the paper in the near future notifying the public of the event so they're aware of all of the water that was pumped out of the village into that water supply. Dave wanted to let the board know that the current grant construction deadline is October 31, 2016 and the grant will need to be closed by December 31, 2016. He noted that the village has \$102,000 available to them to spend, however; this would not cover the cost of refurbishing the manholes that need the most work. He noted that if the board requests an extension and additional funds, there is not much paperwork involved. The request can be done by a letter to the Bureau of Community Development, Division of Housing – Department of Administration. Trustee, Weis is worried about the debt. He doesn't want to tax the Sewer Utility Enterprise Fund. However, he did note that the village residents need good water and sewer services. Dave noted that there is just over \$144,000 in Unrestricted Funds available. Trustee, Weis said that there are still other sewer projects on the horizon such as the sewer ponds being lined. He didn't want to expend those funds if they didn't need to be. Village President, Roberts reiterated that the sewer rates will need to be looked at in the near future. This will help with the sewer budget he stated. Dave also wanted to let the board know that if they applied for the additional grant dollars, the current grant agreement could be extended to allow construction to be completed by July 31, 2017 and the performance period be extended to September 30, 2017. Dave's concern is that if the

manholes are rehabilitated under the current grant agreement, the bid process and advertising would draw this out an additional 6 weeks. The construction would then take place, and this would be too close for completion to be done by the end of October 2016. Member, Widiker was concerned that the construction would not be done according to the punch list for the project. He asked Public Works Director, Heyer who would do the rehabilitation for the manholes? Public Works Director, Heyer stated there are a few that do the work, but it would go out through the bid process. Dave noted that if the extra monies are requested to the \$500,000 maximum, this would allow for more time and a better completion of the poor manholes. After much discussion, Trustee, Weis made the motion to apply for \$45,000 additional dollars from the Department of Administration for additional Clean Water Fund monies. Motion was seconded by Trustee, Gustafson. Dave noted with this request, he can ask for the extension and the additional monies. He cautioned that if they went for the request of \$90,000 they would be able to refurbish all poor manholes. He felt that the \$45,000 would not cover the others that needed it. After much discussion, Member, Widiker amended Trustee, Weis' original motion to request \$90,000 from the Department of Administration along with the extension to July 31, 2017 to complete work. This would mean after all figures are in the village would be spending \$63,030 for the refurbishing after variances. Motion was seconded by Chairman, Sears. **Motion carried 6-0.** Dave will help draft a letter to the Department of Administration for the Village of Webster to submit for this request. He also wanted to remind the board that they do not have to use all monies requested if they choose that avenue.

VIII. ADJOURNMENT. Motion was made by Trustee, Maloney to adjourn the Personnel Committee Meeting at 7:02 p.m., seconded by Trustee, Weis. **Motion carried 7-0.**

Respectfully submitted,

Patrice Bjorklund

Clerk-Treasurer

July 14, 2016

***These minutes are subject to approval at next month's Regular Meeting.