

**Village of Holmen
Public Works Committee
January 5, 2017**

Chairman Rich Anderson called the Public Works Committee meeting to order at 6:30 PM on Thursday, January 5, 2017. Members present: Ebner, Jorstad and Anderson. Also present: Village Administrator Heinig, Director of Public Works Dean Olson, Dale Gehri, Vickie Phillips and Pat McKnight

Motion by Jorstad, second by Ebner to approve the minutes of the December 1, 2016 meeting – carried unanimously.

Public Comment

Dale Gehri used to have a key to the Compost Site until the lock was changed in 2016. He would like to see additional hours for the Compost Site schedule to make it more accessible. He would also like to have a key to the site for the three weeks in the spring when he does lawn thatching. Many people he contacted do not use the Holmen Compost Site because it is not open when they need it. If staffing is an issue, he knows someone that would be willing to help watching the site, if extra hours were added to the schedule.

Director's Monthly Report

Sanitary Sewer Department

The WWTP continues to operate well. A lift station pump at the treatment plant failed and had to be rebuilt. Staff ordered a tote to polymer that is used in the sludge thickening process. The report associated with the DNR inspection of the WWTP was finalized, with the only suggestion that we remove debris from the discharge area near the new bridge on XX.

Water Department

The scales in the wells that measure the amount of chlorine used are being recalibrated to measure in .1 increments. The scales are currently on .2 increments that yield misleading results when the chlorine concentration is calculated. Meter reading was completed in December and a few meters were not able to be read due to dead batteries. We changed the older meters to avoid future problems. Private well permits are being processed.

Street Department

There were many incidents of snow events, but they usually occurred on a weekend or a holiday. Staff has been trying to spread sand and salt in areas to help with the icing of the roads that started on Monday evening.

Storm Water Department

Brush chipping will take place next week – delayed a week to allow more time for Christmas Trees to be taken down. The heavy rains we experienced in September caused damage to trails and a roadway to one of our reservoirs. We have processed the paperwork to be reimbursed for the work done to repair those areas.

Other

The Blackwelder Place project is essentially completed. Building construction continues. Evergreen Subdivision utilities have been completed – paving in the spring.

Action Items

Recommendation to Village Board – Acceptance of the Holmen Drive Lighting/Landscaping Plan – Knight Engineering has prepared the lighting and landscaping plan for Holmen Drive. Staff has reviewed and offered suggestions for modifications, but we will need to approve this document so the final plans can be prepared. Administrator Heinig reviewed the various aspects of the plan, pointing out areas that will be changed based on staff recommendations. Motion by Jorstad, second by Ebner to recommend approval of the Holmen Drive Lighting/Landscaping Plan to the Village Board – carried unanimously.

Recommendation to Village Board – Approval of Amendment #1 to the Holmen Drive design contract – The Village has requested the designers to expand the scope of services for the Holmen Drive design, to include the addition of the extension of south Main Street, replacement of the sanitary sewer along Holmen Drive and modifications to the traffic signal at Sunset Drive. Knight Engineering has been working on the design and has submitted this amendment to cover that additional work requested. Motion by Jorstad, second by Ebner, to recommend approval of Amendment #1 to the Holmen Drive Design Contract, in the amount of \$20,509.81, increasing the total design fee from \$174,146.25 to \$194,656.07 – carried unanimously.

Recommendation to Village Board – Approval of Utility Truck Purchases (tabled 12/1/2016) – Motion by Jorstad, second by Ebner, to take this item off the table – carried unanimously. The Village budgeted for the purchase of two utility pickups during 2017. Staff contacted Ewald to obtain pricing for two F-250 ¾ ton 4-wheel drive pick-ups, affixed with utility boxes instead of the standard truck bed. We looked at ordering just cab and chassis and obtaining a utility box from another vendor, but it was more cost effective to purchase the entire package from Ewald. After the trucks arrive, we plan to have a spray-in bed liner coating applied at Randy Beers automotive in West Salem. Motion by Jorstad, second by Ebner, to recommend approval of the purchase of two utility pick-ups from Ewald, including the spray-in bed liner from Randy Beers automotive at a cost of \$34,085.50 per truck – carried unanimously.

Other

The committee considered the information presented by Mr. Gehri during the public comment period and will review the information gathered in 2016 to see if additional Compost Site hours are warranted.

Adjourn

Motion by Jorstad, seconded by Ebner to adjourn at 7:55 PM - Motion carried unanimously.

Dean K. Olson
Director of Public Works