

**Village of Holmen
Public Works Committee
May 5, 2016**

Chairman Rich Anderson called the Public Works Committee meeting to order at 6:30 PM on Thursday, May 5, 2016. Members present: Ebner, Jorstad and Anderson. Also present: Village Administrator Heinig, Director of Public Works Dean Olson, Rick Durst and Pat McKnight.

Motion by Ebner, second by Jorstad to approve the minutes of the April 7, 2016 meeting –carried unanimously.

Public Comment – Rick Durst thought the requirement for the 24’ drive opening discussed during the approval of the Ryan Street extension during last month’s meeting should have been mentioned at the Board meeting. He also thinks that the narrower street should be restricted to parking on one side only. He would also like to see a “Dead End” sign placed at the intersection of Ryan and Amy. The landscaping plan for the townhomes does not include boulevard trees, and those should be required to re-establish the trees that have been removed. DPW Olson clarified that the driveway, that was on the approved plan, was 24 feet wide. Although the dimension was not labeled as such, it scaled 24 feet and met the requirement of the approval.

Director’s Monthly Report

Sanitary Sewer Department

The WWTP continues to operate well; recent lab reports continue to show extremely low Phosphorus concentrations in the effluent. Sludge spreading began this morning and staff will be monitoring the roadway more closely. Engineering firms have been expressing an interest in the possibility of design services for the new WWTP.

Water Department

We continue our valve turning program. This helps with the operation of the gate valves in the event of an emergency when the valve may need to be closed. Meter replacements have been stepped up to get ahead on that process for the year. Charlie Cameron, DNR representative for Water will be here on 5/13 for his inspection that occurs every 3 years.

Street Department

There is no Sidewalk Report at this time, but will be discussed under the agenda items. Street sweeping has been completed, but we need to touch up a few areas due to tree debris. DPW Olson is working on preparation of the street reconstruction plans anticipating bids to be presented at the June meeting.

Storm Water Department

Brush chipping was completed yesterday. Our vacuum street sweeper is in need of repairs and the initial quote came in at approximately \$4,000. We are looking at other suppliers to see if we can obtain better prices.

Other

We are looking into hiring a summer staff person to assist with tasks over the summer months. The TIF #2 Utility Extension project is scheduled to commence on Monday.

Action Items

Recommendation to Village Board – Approval of the Engineering Plans for Blackwelder Place extension – DPW Olson has reviewed the road, sanitary sewer, water main and storm water plans for the Blackwelder Place extension and feels they meet all the standards required of the Village. The extension will include 12" water main from Hwy 35 south to the first intersection, then transitioning to 8". The sanitary sewer extension will be 8" and we have evaluated the future development area to the west to assure we have adequate coverage. The plan should include sidewalk along the south side of Prairie Place for future connection to the area west of the site that will be developed in the future. Motion by Ebner, second by Jorstad to recommend approval of the engineering plans for the Blackwelder Place extension. – carried unanimously.

Recommendation to Village Board – Approval of a new street sign provider – DPW Olson learned of another possible source for street signs and has received a quote from that organization. Based on the information provided, we could save approximately 45% from the previous quote. The committee also looked at different fonts available for the text to be used on the sign. Motion by Jorstad, second by Ebner to recommend approval of the quote from BSI for the new street signs, utilizing the Times New Roman font as represented on the example provided. – carried unanimously.

Discussion – Sidewalk repair program – DPW Olson presented a sample letter for notification to residents for sidewalk repairs. The committee reviewed the letter and offered suggestions for modifications that will be made and brought back at the June meeting.

Committee Action – Potential sale of Village Property along Sand Lake Road – The Village owns a 1.14 acre parcel between Sand Lake Road and Pinecrest Avenue, south of Alpine Lane. Residents adjacent to the property have expressed an interest in purchasing a portion of the property, prompting the idea to divide the land to create parcels. A survey would be necessary to create two new residential parcels, as well as a smaller parcel that neighbors to the south have indicated they would purchase. Sanitary sewer would need to be extended to serve the future residential parcels along Sand Lake Road, but that would be within an easement. Motion by Ebner, second by Jorstad to direct staff to take the necessary steps to divide the property, to create two residential lots and the additional parcel for sale. – carried unanimously.

Comment – None

Adjourn

Motion by Ebner, seconded by Jorstad to adjourn at 7:40 PM - Motion carried unanimously.

Dean K. Olson
Director of Public Works