

**Village of Holmen
Public Works Committee
November 3, 2011**

Committee Chairman Forde called the Public Works Committee meeting to order at 6:30 PM on Thursday November 3, 2011. Members present: Forde, Olson and Dunham. Also present: Village President Proctor, Administrator Scott Heinig and newly appointed Director of Public Works, Dean Olson.

Motion by Olson, seconded by Dunham to approve the minutes of the October 6, 2011 meeting. Carried unanimously.

Public Comment

President Proctor shared with the Committee the progress to date of the Holmen Foundation and their efforts to raise funds for and develop the final extension of the multi-use trail, more commonly known as "The Bridge to Nowhere." President Proctor expressed that the Village Board would be asked to consider a \$6,000 contribution to the effort, which is expected to have a total cost of approximately \$25,000.

Director's Monthly Report

In preparation of the absence of Ben Spanel, Director Dean Olson met with Mr. Spanel prior to his final day of employment. They briefly discussed the ongoing projects and activities of the department and utilities. Director Olson therefore, provided the following general update to the Members:

Sanitary Sewer Department

General update on WWTP performance. Lift stations and siphon were cleaned on 10/18. Preliminary WWTP permit is out for public comment for 30 days as of 10/20. Starting the sludge drying bed roof project in November.

Water Department

Hydrant flushing took place 10/11. Cross connection inspections update: Residential remaining = 46, Commercial remaining = 12.

Street Department

TADI continuing to work on the TIF traffic impact survey, a presentation is expected in November. There have been no repair or install orders issued for Sidewalks this past month.

Storm Sewer Department

Fall street sweeping has begun. Members expressed the need to have accountability and a "planned schedule" for addressing street sweeping. FYI, November 19th will be the last day the compost site will be open.

Miscellaneous

The Village began upgrading radios to narrowband in November. Members expressed their desire to see the Deerwood Drainage Study RFP move forward.

Action Items

Motion by Dunham, seconded by Olson to discuss the tabled item regarding possible action and recommendation to replace the Ponderosa Life Station check valves. Motion carried unanimously. An invoice totaling \$4928.00 was billed to the Village on 9/12/11. Committee

reviewed the details of the invoice. Motion by Dunham, seconded by Olson to recommend to the Village Board, the approval of payment of the invoice in full. Motion carried unanimously.

Review of Proposed 2012 Public Works and Utility Budgets

Administrator Heinig briefly overviewed the proposed 2012 Public Works and Utility Budgets. Trustee Olson lead the discussion with a more formal and detailed understanding of the budget preparation to date, and the intentions behind proposed budget allocation changes. Minor flaws exist throughout the draft document. Heinig will work with Treasurer Hornberg to clean-up and finalize the document before the Finance and Personnel Committee meeting. Adoption of the Budget is set for public hearing on November 28th at 7:00pm. All questions were answered. Members had no further questions regarding the proposed budget following discussion.

Adjourn

Motion by Olson, seconded by Dunham to adjourn at 7:54 PM. Carried unanimously.

Scott Heinig
Village Administrator