

**Village of Holmen  
Public Works Committee  
March 2, 2017**

Chairman Rich Anderson called the Public Works Committee meeting to order at 6:30 PM on Thursday, March 2, 2017. Members present: Ebner and Anderson. Also present: Village Administrator Heinig, Director of Public Works Dean Olson and Pat McKnight; member Jorstad was excused.

Motion by Ebner, second by Anderson to approve the minutes of the February 2, 2017 meeting – carried unanimously.

**Public Comment** - None

**Director's Monthly Report**

**Sanitary Sewer Department**

The WWTP continues to operate well. We are scheduled to have the sludge tested next week in preparation of sludge spreading this spring. The design for the new WWTP is underway, with soil borings being completed last week. Staff has visited different Oxidation Ditch type treatment plants in the past few weeks to look at how they operate and check out some of the newer technologies that are available. We are still participating in the Flushable Wipes litigation. We collect samples of material that gets hung up in our system during our regular maintenance process and make that available for the defendants to test. This collection process will be limited in length, and we hope a settlement will be reached soon.

**Water Department**

With the warmer weather, we notified certain residents that they no longer need to let their water run to prevent freezing. We are preparing for another DNR inspection next week as a follow-up to last year's inspection..

**Street Department**

We plan to perform sidewalk inspections, beginning in early April. Recent snow events have required staff to plow streets, but the application of sand/salt is limited to intersections where needed. With warmer weather on the horizon, we are planning to start sweeping the streets next week to try and get a step ahead.

**Storm Water Department**

We will be chipping next week. We have processed requests for reimbursement of costs associated with the flooding we experienced last September, and have one item listed as an action item on tonight's agenda.

**Other**

One of the Public Works staff was involved in an incident that resulted in damage to one of our utility pickups. He was going up the road to Reservoir #4 to lower the flag and lost traction. After stopping the vehicle, he phoned for help, but the truck started sliding and ended up hitting a tree. We have reviewed the driver's report of the incident and prepared a letter that will accompany the report and place it in his file, in case there are questions that come up in the future. There are a number of construction projects that are anticipated to begin in the next few weeks. Cole Addition 3 will start on March 13<sup>th</sup>, the Legion Street West project is scheduled to begin later this month, anticipating paving in early May. We also expect earthwork to begin on the Festival Foods site in the near future.

## Action Items

Recommendation to Village Board – Approval of Holmen Drive Notice of Award – This project is currently out for bid, with the bid opening scheduled for March 8th. To be able to take action at the Board meeting, the committee can either wait and take action with the board's consent, or recommend approval, pending recommendation of the successful low bidder. Motion by Ebner, second by Anderson to recommend award of the contract for the Holmen Drive project, contingent on the successful low bidder that is acceptable to staff – carried unanimously.

Recommendation to Village Board – Approval of Resolution for partial ROW vacation at 812 and 814 Main Street – The redevelopment project on Main Street would be enhanced if the developer could use additional land that is currently right of way. The area in question is 13 feet wide at the south end of the project and 15 feet wide at the north edge. The right of way width on Main Street is area is approximately 100 feet, more than what we anticipate necessary for future roadway needs. The only way this can be accomplished is to vacate that section of right of way, which will require public notice and a public hearing that would be scheduled for May. This Resolution is the commitment by the Village to proceed with the vacation process. All costs for the vacation process are to be covered by the developer. Motion by Ebner, second by Anderson, to recommend approval of Resolution 2-2017 – carried unanimously.

Recommendation to Village Board – Approval of contract for Cross Connection Inspection services – The Village has been working with Hydrocorp over the past few years to perform our cross connection inspection services, mandated by the DNR. Under this program, the Village is required to inspect all homes every 10 years. We have been using the services of Hydrocorp for the past few years and staff feels we should continue utilizing their services in the future. The proposal submitted is for a 2 year contract in the amount of \$62,880.00. This contract calls for an increased number of inspections to keep up with the growth of the community and is approximately \$4,000 higher than the amount budgeted for 2017. The additional funds needed will be covered from within the water utility budget. Motion by Ebner, second by Anderson, to recommend approval of the two year contract with Hydrocorp in the amount of \$62,880.00 – carried unanimously.

Recommendation to Village Board – Approval of contract for Flood Debris Removal from Halfway Creek – The Village has received a quote from Strupp Trucking for removal of flood debris deposited in Halfway Creek during the flooding experienced last September. The quote provides a cost of \$1,250.00 to remove and haul the debris away from the area, to the Trees Today site on the south side of Empire Street. There is also a provision for additional material, if needed. Motion by Ebner, second by Anderson, to recommend approval of the contract with Strupp Trucking for the estimated amount of \$8,000.00 – carried unanimously. It should be noted that the Village will receive a reimbursement of 87.5% of the money spent from FEMA.

Recommendation to Village Board – Approval of engineer site inspection services contract – The Village will need inspection services for the Holmen Drive project. Staff had made arrangements with an individual that was willing to perform this work, but that person decided to back away from the project after seeing the size of the project. We will be looking for another individual, and hope to fill the position in that way, but may need to approach an engineering firm for those services. Motion by Ebner, second by Anderson, to authorize staff to make arrangements for inspection services for the Holmen Drive project – carried unanimously.

## Adjourn

Motion by Ebner, seconded by Anderson to adjourn at 7:15 PM - Motion carried unanimously.

Dean K. Olson  
Director of Public Works