

**Village of Holmen
Public Works Committee
March 1, 2018**

Chairman Rich Anderson called the Public Works Committee meeting to order at 5:00 PM on Thursday, March 1, 2018. Members present: Johnston, Kulcinski and Anderson. Also present: Administrator Heinig, Director of Public Works Dean Olson, Assistant Public Works Director Pete Mezera and Pat McKnight.

Motion by Johnston, second by Kulcinski to approve the minutes of the February 1, 2018 meeting – carried unanimously.

Public Comment – None

Director's Monthly Report

Sanitary Sewer Department

The WWTP continues to operate well. Trees have been removed around the perimeter of the fence, opening the area up significantly. There are a few trees that hang over the fence that will need to be pulled when they are cut to prevent damaging the fence. We experienced a sewer back-up on 2/28 that affected two buildings along McHugh Road.

Water Department

DPW Olson gave an update on the information presented to the Nitrate taskforce. A fire on CTH V on 2/5 used water from the hydrant near Evergreen Elementary. Notices to stop letting faucets run were sent out.

Street Department

There are no sidewalk issues to report, but staff is making plans to initiate the 2018 portion of the miscellaneous sidewalk replacement program as soon as possible in the spring. Snow on 2/3 & 2/4 required crews to come in and address the slippery conditions. We also had icing on 2/17 and 2/22 that required crews to spread material to clear the roads.

Storm Water Department

Public Works staff will begin chipping next week. We continue to work with FEMA to process claims for both the September, 2016 and July, 2017 flood events. The Deerwood detention basin is showing signs that the efforts to improve the infiltration capability were successful. Final grading and restoration will be done by Public Works Staff in the spring.

Action Items

- #5 Recommendation to Village Board – acceptance of TIA/ICE – STH 35 – The McGilvray Park Subdivision initiated the need for the Village to move forward with a Traffic Impact Analysis (TIA) and Intersection Control Evaluation (ICE) along STH 35 between CTH XX and the USH53 on/off ramps. This study not only includes impacts from the subdivision, but also addressed development of the TIFF #2 area north of STH 35, including future access points to the TIFF area. The study provided information that would justify the need for traffic control devices, such as stop lights at CTH XX, Rotterdam Road, Staphorst Lane and both ramp locations at the interchange when 70% of the TIFF area was built out. Additional analysis was performed to show that the control devices will most likely be warranted once development reaches the 50% buildout point. This will be more accurately evaluated at that time, depending on the type of development in that area. Motion by Johnston, second by Anderson, to recommend acceptance of the study to the Village Board – carried unanimously.

- #6 Discussion on Brush Chipping Operations – With an increasing number of ash trees showing signs of Emerald Ash Borer infestation, Public Works is anticipating issues with tree removal and disposal. In the past, staff has seen large piles of branches, as well as tree trunks that residents have placed on the curb for chipping. Our policy provides service for tree and yard maintenance only and is not intended for removal and disposal of entire trees. Staff wanted to have a discussion with the Committee regarding the current policy to determine if changes should be made. The Committee agreed that staff should continue with the current policy. It was added that in an emergency event, staff may get updated direction for possible increased services to help the public during that event.
- #7 Recommendation to Village Board – Approval of Plans for McGilvray Park – The plans for the subdivision have been reviewed by staff and are acceptable. Motion by Johnston, second by Kulcinski to recommend approval of the construction plans to the Village Board – carried unanimously.
- #8 Recommendation to Village Board – Change Order – Holmen Drive – There are two change orders for the Holmen Drive project. Change Order #17 is for additional work done at the intersection of Hale and South Main Street. Repairs were needed to the existing gate valves and the contractor was asked to make those repairs while working at that location. The water main was approximately 11 feet deep, much deeper than anticipated, so the contractor also spent extra time to make connection to the existing main. Change Order #18 reflects additional time and materials for sanitary sewer and water main work near the intersection of Empire and Holmen Drive. The water main in Empire Street was also deeper than anticipated and was in conflict with the new sanitary sewer main being installed. The water main was modified to provide appropriate clearance for the new sewer line. Motion by Johnston, second by Kulcinski to recommend approval of Change Order #17 in the amount of \$12,497.50 and Change Order #18 in the amount of \$8,795.12, for a total increase of \$21,292.62 – carried unanimously.

Adjourn

Motion by Kulcinski, seconded by Johnston to adjourn at 5:42 PM - Motion carried unanimously.

Dean K. Olson
Director of Public Works