

**Village of Holmen  
Public Works Committee  
May 4, 2017**

Chairman Rich Anderson called the Public Works Committee meeting to order at 6:30 PM on Thursday, May 4, 2017. Members present: Johnston, Olson and Anderson. Also present: Village Administrator Heinig, Director of Public Works Dean Olson and Pat McKnight.

Motion by Johnston, second by Olson to approve the minutes of the April 6, 2017 meeting, after receiving assurance from staff that the minutes accurately reflect the actions taken at that meeting –carried unanimously.

**Public Comment** - None

**Director's Monthly Report**

**Sanitary Sewer Department**

The WWTP continues to operate well. Weather has delayed sludge spreading but everything is in place to do the work, once the field conditions permit. Staff participated in a phone conference with the designers of the WWTP to discuss various components and options. Our Flushable Wipes litigation continues. We are still in the data gathering stage, and will continue until early June. New sections have been added to the CMAR this year that require information that is being gathered by staff. This report will be presented at the June meeting.

**Water Department**

Hydrants were flushed last month. We had a failure in a gate valve at the intersection of Pinecrest and Patriot. Staff exposed the valve and saw the bolts holding the top on the valve were corroded. All the bolts were replaced and the valve was saved. We are beginning our scheduling of meter change-outs. We anticipate approximately 275 meters being replaced this year. VOC test results for our 4 wells were just received, with a notable reduction in TCE levels in Well #4, All other wells had no detectable levels found.

**Street Department**

We plan to perform sidewalk inspections, beginning in early May. We continue to receive a number of requests for people to remove boulevard trees. The homeowner is responsible for this work, but needs Village permission to remove the trees. We will be doing the inspection and providing the homeowner with the permit to remove the tree, along with a copy of the revised tree list and a permit to plant trees in the boulevard. The first pass for street sweeping is completed. The Holmen Drive Project is continuing. Crosswalk painting is scheduled for late May. Village staff will be making minor repairs to the asphalt approach to our salt/sand storage area. The south edge of the asphalt will be replaced with a concrete apron to help support the loaded trucks.

**Storm Water Department**

We have finished chipping this week. To date, we have had 75 more visitors at the Compost Site than April our previous highest use year - 2015.

**Other**

The third phase of the Cole Addition is nearing completion. Street grading is completed and asphalt paving is expected by the end of the month. There has been no work on the Evergreen Addition since utilities were completed last winter. Grading continues on the Festival site with building walls being noticeable now.

Member Olson expressed his appreciation for moving the crosswalk painting to an earlier date in the summer. He also wanted to know if staff was doing any further investigation into the addition or modification of the hours for the Compost Site. Staff did a study of the Compost site attendance in 2016 and did not feel additional hours were necessary. We have discussed this with the two attendants and asked they let us know if they feel the hours are not adequately handling the number of people using the facility. Member Olson also brought up the process being used for installation of facilities, such as Lift Stations. Are we using a deferred assessment to charge the improvements back to those that benefit from the installation? The current policy has been to not charge a deferred assessment because it is a deterrent to economic development. We should have a discussion to see if this is how we want to continue to proceed. The Committee also discussed the possibility of using a modified street cross section, as being proposed for a future development north of Id 93.

### **Action Items**

Recommendation to Village Board – Approval of vacation of ROW at 814 Main Street – This process was started in March when staff was directed to begin the vacation process of a portion of Main Street. A Public Hearing will be held at the Board meeting on May 11th to complete the final step of the process. Motion by Johnston, second by Olson to recommend approval of the vacation, pending the outcome of the Public Hearing – carried unanimously.

Recommendation to Village Board – Approval of Plans for Forest View Estates – Staff has been working with the designer of the subdivision to finalize the construction plans. Details related to the sanitary sewer, water main and roads have been worked out, but the engineer needs to provide more information related to the storm sewer design and stormwater detention facilities. Motion by Johnston, second by Olson, to recommend approval of the plans, contingent on staff's final acceptance of the stormwater design – carried unanimously.

Recommendation to Village Board – Approval of sanitary sewer video inspection agreement – Quotes were requested from a number of firms to provide video inspection of a portion of our sanitary sewer system. The most cost effective quote was provided by Flow-Rite for a cost of \$0.50 per foot. Motion by Olson, second by Johnston to recommend approval of the agreement with Flow-Rite in the amount of \$0.50 per foot, with an estimated total budget of \$2,500.00 – carried unanimously.

Recommendation to Village Board – Approval of asbestos inspection 1112 S. Main and 105 W. Gaarder – These two properties were recently purchased by the Village. Our plan is to demolish the buildings, but we need to first inspect both for the presence of asbestos. This agreement is for inspection only. Once the extent of asbestos is determined, a future proposal will be provided for the abatement. Motion by Johnston, second by Olson to recommend approval of the asbestos inspection for a cost not to exceed \$2,500.00 – carried unanimously.

Recommendation to Village Board – Approval of Storm Water Public Education program participation – The Village participated in this program with all other communities in the area to fulfill the requirements of our MS4 storm water permit. The contract for the firm that provides this service is up for renewal and three levels of service are being proposed. All communities involved are being asked to choose which option is preferred. Motion by Olson, second by Johnston to recommend option #2, increasing the annual cost to an estimated \$1,818.93 for the Village – carried unanimously.

Recommendation to Village Board – Approval of purchase of utility trailer – This is an item that was not budgeted for, but is an equipment need. We currently use a large tandem trailer to transport our mower to various locations to keep the grass mowed. The large trailer requires a large puck-up to be able to pull it and the load. Staff has presented three options – a steel trailer, a steel trailer with an aluminum ramp, and an aluminum trailer for consideration. Motion by Johnston, second by Olson to purchase the aluminum trailer in the amount of \$1,950.00 – carried unanimously.

Recommendation to Village Board – Approval of Reservoir #4 security system – During our DNR inspection last year, graffiti was noticed on the reservoir. Since this is evidence the chain link fence is not keeping people out, the DNR is requiring we install a surveillance system to be able to monitor the area. A proposal from MCS Networks was provided for a cost to complete this work. Motion by Olson, second by Johnston to recommend approval of the surveillance system from MCS Networks for the amount of \$7,913.30 – carried unanimously.

### **Adjourn**

Motion by Johnston, seconded by Olson to adjourn at 7:20 PM - Motion carried unanimously.

Dean K. Olson  
Director of Public Works