

**North Hudson Public Works Meeting
Village Hall 400 7th Street North
Tuesday, May 15, 2018 @ 5:30 p.m.**

Call to Order: roll call

Chair Pike called the meeting to order at 5:30 p.m. Answering the call was Trustee Matz. A quorum was present and the meeting was duly noticed. It was noted that Trustee Zais was absent. Also in attendance were Public Works Director Patrick Moos, Village Engineer Kevin Oium, Cedar Corporation representative Ryan Jones, and Recording Secretary Anne-Marie McDonald.

Minutes approval from April 17, 2018 Public Works Meeting

Motion (Matz/Pike) to approve the April 17, 2018 Public Works meeting minutes. Motion carried.

Confined Space Policy

Moos reviewed the current policy, which prohibits village employees from entering confined spaces. Moos has worked with consultant Jay Penfield to revise the policy to allow village employees to enter confined spaces. Pike and Matz reviewed Moos' documents before the meeting, and had no questions. Matz asked what training is done. Moos explained that Public Works employees will complete yearly confined space training, which is conducted by Jay Penfield. Matz asked if a new tripod is still required, and Moos stated that it is and can be budgeted. Moos stated that he can borrow a tripod until one is acquired by the village. Pike asked Moos if Village Administrator Melissa Luedke had seen the policy revision. Pike suggested that Moos ask Luedke whether the village attorney needs to review the new policy, and whether a new policy will have an effect on village ordinances. Pike praised Moos' work on this issue. **Motion (Matz/Pike) to approve the revised Confined Space policy to allow entry into confined spaces by trained Village and contracted employees. Motion carried.**

Kwik Trip

Oium reviewed the submitted design for the proposed Kwik Trip convenience store, stating that there will be two entrances, one on North End Road, and the shared drive with Mama Maria's Italian Restaurant and MidwestOne Bank. Pike asked where the driveway for Kwik Trip will be. Oium explained that it will be on the west side of Mama Maria's. It is expected that the north drive will be used for delivery trucks and that the majority of the traffic will use the south entrance to access the gas pumps. A traffic impact analysis was recently submitted to the Wisconsin Department of Transportation (DOT). The analysis included a recommendation to have a left turn lane from Highway 35 South to North End Road. Pike asked whether property would need to be acquired to accommodate the expanded roadway – Oium believes there is enough right of way to provide space for the additional lane. Pike asked if the DOT will look at their planned Highway 35 project and the Kwik Trip proposal, and asked how the village can ensure that the DOT will consider both projects. Oium said that many more detailed discussions will take place as the planning continues for this project.

The North Hudson Plan Commission will conduct most of the discussions regarding this project. Pike asked whose responsibility it is to keep the Public Works committee apprised of the status of this proposal. Some items of the project will be determined by Public Works, many others will be the responsibility of the Plan Commission. Oium stated that he provided the information this evening as a courtesy and because it is tied in with the residential development to be discussed this evening.

Pike asked Moos who will have responsibility for snow plowing on North End Road. Moos stated that the village already plows that road.

Pike asked how the committee stays apprised of all projects in the village, including Artisan, The Ridges, Kwik Trip, Abbey, or should the Plan Commission be responsible. Oium believes it is a joint responsibility between village staff and Cedar Corporation.

Gerrard Development

Oium explained that the proposed development will be east of the Kwik Trip parcel. It will a multi-family complex which will contain 35 units of 1-bedroom, 2-bedroom, and 3-bedroom apartments in three structures, with garage stalls and parking lots. The center building will be two stories with upper and lower parking lots. Pike asked about ordinances around building height and number of stories – Oium explained that the village ordinance for this type of zoning is a maximum building height of 45 feet. There will be a public hearing tomorrow evening, May 16, 2018, at 7:00 pm with the Plan Commission. Pike asked whether the two story building would impact the view of residents to the east of the development. Oium and Moos stated that there are numerous trees to the west of the homes on Lund Street N., so their views would probably not be impacted. Pike asked if the Public Works committee will have much work regarding this project; Oium thought it probably wouldn't. The apartment developer is working with the Kwik Trip developer to design emergency access on the south side of the complex. Storm water ponds are required, and will be located between Abbey and Kwik Trip. Most of the pond area will be dry due to the sandy soil in the area.

Salt Shed

Moos is still gathering quotes for the salt shed, and he will receive two more in the next couple of weeks. Pike explained to Matz that the newly-acquired village land can be accessed by the former property owner up to within 50 feet of the west property line. As part of building the salt shed, the present fence needs to be moved, or the entire parcel may be fenced in. Part of the lot may need gravel to accommodate large trucks delivering salt. A gravel quote will be required as part of the project. Pike asked how the village will deal with the fence. Some options are to move the fence; surround the entire parcel with a fence with permission from the owner; or do nothing and use the owner's access for now. Pike told Moos that the committee needs the remaining quotes and access from the former owner. Pike will wait on a motion until all data is gathered. Pike wants to see a schematic to show the current location of the fence, village property lines, and a suggested route with owner access.

Flex sealing of village catch basins

Moos has identified the catch basins in need of repair, and will update the list as the basins are repaired. Pike explained to Matz the new process being used to repair and maintain the village's catch basins and manholes. The money for these repairs comes from the water utility surcharge assessed to village residents. Pike asked Moos to provide him with a breakdown of the water utility surcharge. Moos wants some money set aside for repairs that won't be made with Flex Seal. **Motion (Matz/Pike) to recommend/approve ESS Brothers & Sons, Inc., to flex seal repaired catch basins and seal any additional basins with the price not to exceed \$7,000. Motion passed on a roll call vote of 2-0. Matz-yes, Pike-yes.**

Chair Update

Pike reminded residents that flushable wipes harm the sewer system and cost us all additional money.

Pike asked about the status of the Artisan development street work. Oium reported that the street work isn't done – they are still working on the storm sewer. Oium has not received a time frame from Gary Zappa, and Oium offered to contact Zappa for an update. The original completion dates are in the Developer Agreement. Pike asked Oium to provide an update on the development at the next Public Works meeting.

Moos stated that street sweeping began this morning, and will take about a week. Street line-painting will take place immediately after.

Pike asked that committee future goals and future agenda items be combined into one item on meeting agendas.

Engineer's Report

Oium said he is looking for an update on delivery of replacement pumps for the Cedar Lift Station. The current shipment date from the factory is June 20, but that could change. Pike asked Moos and Oium to create a project plan to complete the repairs.

Based on the North Hudson village board's decision regarding the proposed sidewalk on the east side of Sixth Street between Michaelson Street N. and Summers Street N., a new State/Municipal Agreement (SMA) will be needed between the DOT and the village.

Director's Report

Moos is in regular contact with Tri-State, the company which will make the repairs at the Cedar Lift Station, to keep them in the loop regarding project status.

The East Bank lift station burned out a starter in the electrical panel for one engine; they are down one engine pump until the part comes in by Friday. A broken volute was replaced in the Riverside Duplex station.

Applications for the Public Works opening are being accepted until May 17, and the applications will be reviewed after that date. Three applications have been received to date.

Public Works Capital/Equipment Planning

Moos stated that there are no planned capital items at this time. He would like a crane truck to pull pumps and save money with contractors. Pike asked Moos to complete a budget planning sheet to help when budget time comes. Matz suggested Moos do a cost/benefit analysis and return on investment for the pump truck.

Public Works Committee Future Goals

The ATV subject was brought up to Pike by a resident. The state regulation has changed to drop the requirement for ATV route signs except at village entrances. The village Public Safety committee doesn't have anything to do with this issue at this point. Oium has example ordinances which the committee can review. The ordinance must be reviewed by Public Safety and the village attorney before it is approved by Public Works committee. The committee will need information regarding wording and cost for signs. The state regulation requires that only licensed ATVs with lights and turn signals may use ATV routes. The goal would be for the village to have the signs posted by fall 2018. Pike believes the Public Works committee will have responsibility for ATV route implementation in the village.

Future Agenda Items

Update on Artisan Developer's Agreement; next steps to implement ATV routes.

Adjournment

Pike adjourned the meeting at 6:26 p.m.

Respectfully submitted by,

Anne-Marie McDonald
Recording Secretary