

**North Hudson Public Works Meeting
Village Hall 400 7th Street North
Tuesday, August 15, 2017 @ 5:30 p.m.**

Call to Order: roll call

Chair Pike called the meeting to order at 5:30 p.m. Answering the call were Trustees Head and Zais. A quorum was present and the meeting was duly noticed. 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 July 18, 2017 Public Works Meeting

Motion (Head/Zais) to approve the July 18, 2017 Public Works meeting minutes. Motion carried.

Snow Plowing Contract for Village Streets

Moos read his issue statement regarding renewal of the snow plowing contract with Zappa Brothers. Head asked whether there is a minimum amount which must be paid each snow season. Moos stated that Zappa Brothers requires a \$9000 minimum. Pike asked whether the hourly rates required by Zappa Brothers start after the \$9000 minimum; Moos said that the hourly rate is used for all time used, including the minimum. Zais asked whether the Public Works employees would be paid overtime during snow events. Moos said that, depending on when during the week the plowing takes place, no overtime would be paid and the employees' work week could be adjusted to avoid payment of overtime. Pike asked that Moos make it clear that non-village employees may not operate village equipment. Moos stated that he had been previously instructed that, due to insurance requirements, only village employees may operate village equipment. Pike wants to make sure this item is included in the contract with Zappa, and Moos agreed to do so. Head stated that he didn't see any reference to the \$9000 minimum in the current contract. Head asked why Moos thinks the village still needs Zappa after the new plow truck was purchased. Moos wants to provide the same level of service to village residents that they are accustomed to, and in the event of an abnormally large snowfall, the village may need backup for snow removal. Head asked why residents wouldn't just get the same service as in the past without purchasing the new plow truck. Pike stated that Public Works hasn't had a full snow season to see how much of an impact the new plow truck will have on snow removal. Zais asked how often the \$9000 minimum is exceeded by Zappa Brothers. Pike said that, generally, the minimum is paid without using it all. Pike and Zais asked whether the minimum can be lowered to \$7000 or \$5000 for the new contract. Moos said he will ask if that is possible. Pike reminded the committee that the contract asks Zappa Brothers to be prepared for snow events. Zais agreed that the Public Works department couldn't have covered all the snow removal in previous years and understands the need for the contract. Moos offered to speak with Zappa Brothers to discuss changing some parameters of the new contract. Zais asked whether the village has ever paid over the \$9000 in past years. Moos believes they did, when Zappa did the majority of snow removal in the village. Pike believes the village relied on Zappa Brothers more heavily in the past than it probably needs to now, with the new plow truck.

Head recommended Moos research past five years' plow spending, and look at re-negotiating the new contract based on that history. Pike recommended that, in Item 8 of the contract (Direction and Control), make sure there is wording which prohibits non-village employees from operating village equipment.

Motion (Zais/Head) to recommend the Village renew its contract with Zappa Brothers for another year to aid with snow plowing on an as-needed basis. Motion failed on a roll call vote of 3-0. Head-no, Zais-no, Pike-no.

Street Sweeping Contract for Village Streets

Moos read his issue statement regarding the contract for sweeping of village streets. Moos stated that Mike McPhillips has had the contract for village street sweeping since 2006, and during an emergency where a recycling truck spilled glass on the street, McPhillips responded within two hours. In addition, after the storm which struck North Hudson, McPhillips told Moos to contact him when the village was ready for their services. Moos received bids from McPhillips, at an hourly rate of \$92, and Allied Blacktop, at an hourly rate of \$90. In addition to the submitted bids, Moos asked the committee to consider the past service record of McPhillips when making its decision. Pike and Head asked how many hours McPhillips spent in the village. Moos stated that McPhillips typically spends four 8-10 hour days per season. None of the committee members feels \$80 or so is enough to switch from a reliable service provider.

Motion (Head/Zais) to recommend renewing the Mike McPhillips Inc. street sweeping contract at a rate of \$92 per hour. Motion passed on a roll call vote of 3-0. Zais-yes, Head-yes, Pike-yes.

Five Year Capital Improvement Plan

Oium stated that the village's five year capital improvement plan has been updated, with emphasis on the Wisconsin Highway 35 project (scheduled for 2021) and the Wisconsin Street N. project (he would like to see done in 2022). LRIP funding applications are being submitted to the St. Croix County Highway Department. The village was not awarded a grant two years ago, so Oium is applying for funds again this year. Upcoming planned projects include St. Croix Street N. in 2018, continuation of storm sewer catch basin repairs in 2019, Lemon Street N. sewer main upgrade and retaining wall repair on Riverside Drive N. in 2020, Wisconsin Hwy. 35 in 2021, and Wisconsin Street N. in 2022. Head asked for clarification of the cost of the St. Croix Street N. project in 2018 – Oium confirmed that the cost estimate is \$93,500, and the village would apply for LRIP funds to offset about \$15,000-20,000 of the project cost. If funds are awarded, there is a six-year sunset clause in which the funds must be used, and municipalities are allowed a one-time substitution for the project being funded. Zais asked why the village doesn't plan its Public Works projects based on the LRIP grants. Pike stated that the village doesn't know whether it will be awarded LRIP funds. Oium informed the committee that Paser ratings for village streets are due at the end of 2017, so the numbers he provided will change. Head asked who determines Paser ratings. Oium stated that he and Moos determine the Paser ratings, and that they received training last week.

Pike asked whether any projects were included in the department 2017 budget – the catch basin repairs/replacement project was in the budget for 2017, and Moos said that all catch basin repairs for 2017 have been completed. Head asked whether the repaired basins were marked. Moos stated that all basins and manhole covers have been analyzed and the repaired ones have been marked and counted. Moos stated that more catch basins are budgeted to be repaired or replaced in 2018. Moos reported that replaced catch basins will be installed this fall. Zais asked if there was an explanation for why the village did not receive LRIP funds in 2015. Oium said that no reason was given for not being awarded funding; however, he thinks the village will receive an award this year because it didn't receive funds during the last application period.

LRIP Funding for St. Croix Street N., discussion and possible recommendation

Pike read the letter from the St. Croix County Highway Department commissioner turning down the village's 2015 LRIP application. Head asked who makes the decisions regarding LRIP funding; Oium explained that there is a committee which makes those decisions, made up of the Highway Department commissioner and representatives from the communities which apply for the grants. Pike asked whether North Hudson has a representative on the committee; Oium isn't aware of anyone who serves on that committee. Pike would like North Hudson to be represented in the future on the selection committee. Pike asked Oium to provide information on how this committee is formed and who is on it, and have Moos' name added to the mailing list for notifications. The consensus of the group is that North Hudson must be represented on the selection committee. The grant committee takes applications for funding every two years, and meets to determine who is awarded grants. There is typically one representative from each municipality which has submitted an application. Head asked whether St. Croix County Highway Department has online information regarding this grant. Oium explained that the funding comes from the state of Wisconsin, and each county is assigned so much money to award to applicants. The committee then assigns a certain amount of money to each grant awardee. Head asked which municipalities received grants in 2015. Oium wasn't sure, but he will send the information to Moos, who will share it with the Public Works committee members. Oium thought that Daryl Standafer had represented North Hudson on the selection committee in the past.

Salt Shed for Public Works

Pike asked Moos if he would like to have the salt shed built in 2017. Currently, the salt left over from last winter is being stored at the city of Hudson's facility, so Moos could wait. Pike pointed out that the village is paying the city of Hudson for storage of the village's road salt, so moving it to a village facility would save some money. Pike would like to receive an ROI (Return on Investment) of moving salt storage from the city of Hudson to the village of North Hudson, to be presented to the village board or the Finance committee. Oium provided the committee with estimated cost information based on previously installed salt sheds in other municipalities and an estimate of \$60,000 which was created for the village in 2012. Pike asked Oium and Moos where the new shed would be located. A location has not been identified at this time. Moos has thought about locations; however, his worry at this time is where the money will come from. He has been told that new construction would require a loan to be taken out by the village, and the village isn't in a position to do so. Pike explained that if he has an ROI report on a new salt shed, the committee could make a case to justify the expenditure. Moos said that the village paid about \$11,000 in storage fees for salt last winter, as well as a fee when the salt is loaded for the village's use. Pike wants the total cost for salt storage for the past five years. Pike would also like a photo of the proposed location of the new shed.

2018 Public Works Budget

Moos stated that this is his first year working on a budget, and that he is still reviewing the Public Works budget for 2017. Pike would like Moos to provide to the committee a 2016 and 2017 actual budget, and 2018 proposed budget, highlighting any desired changes. Pike asked when the 2018 budget is due. Moos isn't sure, however, he believes it is in November. Pike asked Moos to get the exact due date for the 2018 budget, as well.

Chair Update

Pike reminded residents that Pepper Fest begins this Friday at 5:00 pm. He encouraged residents to attend the event.

Engineer's Report

Oium reported that the Artisan North project has not begun. The developer has received the sanitary sewer extension permit, and is waiting for the water main extension and grading permits from Wisconsin DNR. Oium believes that, once the permits have been issued, the developer will begin work on the site. Pike asked Oium if the developer will be able to get the roadwork done before winter. Oium believes that the infrastructure work can be completed and there will at least be a gravel road this winter.

Oium reported on the status of the Wisconsin Highway 35 project. After this month's Village Board meeting, he spoke with Wisconsin DOT (Department of Transportation) and gave them the village's decisions regarding cost-sharing items, namely, that the village wants to proceed with the proposed landscaping and new sidewalk as part of the project. The DOT will draw up a SMA (State-Municipal Agreement) detailing what is expected of the village and what is expected of the DOT. The SMA should arrive fairly soon. The state will start design work soon after. Pike asked whether the village will begin to see invoices from the state soon. Oium believes there would be no bills until sometime in 2018. Pike asked Oium to notify Luedke of any upcoming bills as early as possible. Oium said that the DOT representative recommended that the village begin work on the sewer and water portion of the project, since the state will start design work soon. Oium explained that the village work includes doing the field work to locate sewer and water elements. Oium said that he will do that work for the village, and that this work will be a project from Cedar Corp.'s perspective. Head asked whether the field work must be let for bids. Oium explained that engineering services do not require a bidding process. Oium said Cedar Corp. can put together a Scope of Services proposal for the village's review.

Oium reported that the Village Plan Commission will be reviewing a Conditional Use Permit application to add about 120 mini-storage units to the north of existing units in the railroad yards. Contaminated soil is being reclaimed and buried onsite, and the expense of roughly \$1 million is being covered by the owner of the property.

Oium and Luedke met with representatives from Kwik Trip last week. There is a potential that the village will get a new Kwik Trip store, maybe as early as 2018. The proposed location is on North End Road N., south of Mama Maria's Italian Restaurant. Kwik Trip is proposing to purchase two lots in this location.

Head asked Oium what happened to the telecommunications company representative who made a proposal for a new cell tower to the Public Works committee several months ago. Oium hasn't heard anything from them since their initial presentation. Pike asked Oium to investigate the status of the telecom company's inquiry.

Director's Report

Moos reported that the FlexSeal project is done for this year. Public Works has been painting fire hydrants. The International plow truck has been sold for \$11,200, which is \$2700 more than original asking price of \$8500. Moos credited Luedke with encouraging the idea of selling the truck on an auction. Moos plans to purchase a riding lawn mower with the proceeds of the truck sale. Pike had previously asked Moos to gather information for the lawn mower he wants to purchase, one that is sturdy and will not require many repairs. Pike pointed out that Moos' department has done some road striping in the village. Moos stated that three crosswalks remain to be painted.

Moos reported that he had to pull one of the pumps at the Krattley lift station, which was having issues. The pump will be repaired by Braun Pump & Repair of Burnsville. Braun performs services for several municipalities in the area. The service fees and transportation fee are lower than previously paid.

Future Agenda Items

Purchase of new lawn mower; 2018 budget; salt shed

Pike asked Oium whether the five year Capital Improvement Plan should be presented to the Finance committee. Oium said it's up to this committee. Pike asked Oium to get on the agenda for the next Finance committee meeting, in the Public Works section, as a discussion topic. Pike wants the Finance committee to be aware of Public Works' planning efforts.

Adjournment

Pike adjourned the meeting at 6:21 p.m.

Respectfully submitted by,

Anne-Marie McDonald
Recording Secretary