

**North Hudson Public Works Meeting
Village Hall 400 7th Street N
Tuesday, September 17, 2019 @ 5:30 p.m.**

Call to Order: roll call

Chair Pike called the meeting to order at 5:30 pm. Answering the call were Trustees Head and Matz. 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 August 20, 2019 Public Works Meeting

Motion (Matz/Head) to approve the August 20, 2019 Public Works meeting minutes. Motion carried.

Comments from the floor

None.

G.I.S. system budgeting

Moos reported that he received a proposal from Cedar Corporation for a Geographic Information System (GIS) with an estimated cost of \$6500 to have the system set up for the village, as well as \$10,000 for a Global Positioning System (GPS) unit for use with the GIS. Matz asked what steps are needed to move forward. Pike explained that this item will be added to the 2020 department budget, with a line item amount of \$18,000. Matz asked if Moos would get \$6500 in value each year. Moos said he would, in time savings and elimination of going through old paper documents currently stored in the basement of the village hall. He said most municipalities are using a system similar to this to document and manage community resources. Moos said that it is possible that the North Hudson Police Department could use the system, as well. Matz asked why the old paper documents haven't been scanned yet. Moos said some documents had been scanned, but most of them have not. Oium said that as-built plans are scanned and can be incorporated into the GIS system for reference in the field.

Pike said that Moos may be asked whether the GPS unit can be rented rather than purchased. Moos said he could investigate the possibility, but that he would like it to be available at all times. Pike suggested Moos gather GPS rental cost information. Pike also suggested Moos create a list of benefits of the system, including benefits to other departments in the village, and cost of additional modules, for budget planning purposes. Pike suggested Moos present the system and its benefits to the village Plan Commission. Pike believes the system has a better chance of being approved if more uses for it in the village can be demonstrated. Matz asked whether the city of Hudson has the same system. Moos wasn't sure what system the city uses, however, they do have a GIS system. Oium gave the example of being able to easily find curb stops under snow as a time-saving benefit of the GIS system for Public Works. Pike suggested that Moos gather examples of time-saving uses for the GIS system by area municipalities such as Prescott and Woodville. Head asked whether multiple village departments can share the cost of the system, and Pike asked if the Parks department would use it. Moos said the parks would use the system to maintain a tree inventory.

Station Lane N./Station Circle N. brush cutting in right of way

Moos stated that he will budget \$2000 per day to rent a brush mower, and he will budget for three days. He will include this item in the department's 2020 budget, and have the work done in spring 2020 before the vegetation grows much. Moos thought that three full days would not be required to complete the work.

Galahad Road N. drainage issues

Pike said that he met with residents who live in the area and said that, during a recent rain event, water was running over the drainage pipe. The issue needs to be fixed; however, the source of the problem is on private property. Oium said that the recent Plan Commission approval was for additional storage units south of the drainage pond in question, and didn't address the drainage issues. He said that the retaining pond south of the storage units has an outlet pipe connected to a private storm sewer, and hasn't had a problem during rain events. There has been confusion between the two ponds on the property.

Oium stated that just one foot of compacted top soil may be removed to retain the cap on contaminated soil beneath. Gary Zappa of Zappa Brothers Excavating and Oium have spoken with the property owner to encourage remediation in the area. Moos said that grading in the east ditch of Galahad Road N. to improve drainage will happen soon.

Pike asked whether the Wisconsin Department of Natural Resources (DNR) is responsible for the drainage issue. Oium said that the DNR is concerned with contamination and cleanup, rather than drainage issues. Oium stated that the DNR has completed its project, and has no more involvement. Oium suggested that the fix for this situation would be to complete a public improvements project to tie into the public storm sewer at the corner of Wisconsin Street N. and Galahad Road N. This type of project would include storm sewers, curb and gutter, and would have a substantial cost of about \$250-\$300 per foot. The village could apply for grant money to cover part of the cost of such a project, however, the grant being suggested will be very competitive.

Pike told Moos to add the Galahad Road N. improvements to the department's Five-Year Capital Improvements Plan. Pike said that the drainage issue is not a fluke and has to be resolved.

Permission to seek bids for a new Public Works pickup truck

Moos reported that the department's oldest truck is a 2001, and has served its purpose. He said the department should get something for it when it is sold. Moos will gather bids for a new truck. He stated that the sale proceeds can be applied to a designated fund for the department.

Selection of a firm for the Monroe Street N. WisDOT STP-Urban Grant application

Pike stated that requests for Statement of Qualifications (SOQ) for the STP-Urban Grant application process for Monroe Street N. were sent to three firms in August. Two firms, Cooper and Cedar Corporation, returned SOQs. On September 13, 2019, the SOQs were reviewed by Pike, Moos, and Village Administrator Melissa Luedke, using a rating system. Based on the ratings of the two SOQs, it was recommended that Cedar Corp. assist with the grant application.

Head asked what the advantages were identified for Cedar Corp. Pike said the village has a relationship with Cedar Corporation, it is a larger firm, its application was clear and specific, and it had a better presentation. Pike said the two firms' experience with Wisconsin DOT is about equal.

Motion (Head/Matz) to recommend Cedar Corporation to assist with the Monroe Street N. Wisconsin Department of Transportation STP-Urban Grant application. Motion carried.

Repair of sanitary sewer manhole on Wisconsin Highway 35

Moos reported that the manhole repair is scheduled for October 1. All parts should be in by that time. He said that Highway 35 will not have a detour in place during the repairs, because a detour requires barricades at all intersections and staff in place to assist with traffic control. The newly hired police sergeant will assist Police Chief Mark Richert with traffic management during the repair.

Chair Update

The Kwik Trip facility is progressing quickly, and should be open around November 18-20. Moos explained the orange construction barrels on Highway 35 are required during construction work in the ditch area near the new building.

Engineer's Report

Oium reported that there was a pre-construction meeting on The Ridges last week with Derrick Construction. Originally, the developer was to start underground utility work the week of September 23, 2019. However, the developer's agreement won't be executed until the October village board meeting, so no infrastructure work can begin until the agreement is approved. Oium explained that a 12" oversized water main is typically constructed in new developments to allow for future residential expansion, which could include annexation of a portion of Hudson Township north of The Ridges, development of the Zappa property, or possibly a new water tower. Derrick Construction wants the village to pick up the additional costs of oversizing the water main, estimated at \$30,000. Oium and Luedke are researching who paid costs for previous phases of the development. The developer's agreement was drawn up by the village attorney with assistance from Cedar Corporation.

Oium stated that the one-time grant funding now has criteria. To qualify, a project must have a minimum \$250,000 cost. The cost-sharing split is 90% paid by the state of Wisconsin and 10% paid by the municipality. If awarded, the municipality has six years to complete the project. The grant application deadline is December 6, 2019 at 5:00 pm. Oium said he can complete the application on behalf of the village.

Oium reported that the last Local Roads Improvement Program (LRIP) grant was awarded for St. Croix Street N. The sunset for this grant is 2023, and he believes the village was awarded about \$18,000. Funds can be transferred to another project one time, if desired. The new cycle application deadline is November 1, 2019, and \$15,000-\$25,000 will be awarded to each recipient. Head asked if the village has a list of proposed projects. Oium will provide the committee with a list at October's Public Works meeting. Pike suggested that the water main on Eighth Street N. which has had three water main breaks in the past two years may be a candidate to be replaced.

Director's Report

Moos reported that hydrant flushing in the village is about 70% complete. The department is doing flushing activities Tuesday through Thursday. Moos recommends residents run their outside hose if they encounter colored water after flushing takes place.

Moos said that tree and brush cutting is being done in rights of way in the village. He has started a tree inventory in all village parks.

Moos shared a map of catch basins and manholes in the village which have had Flex Seal repairs made to them.

Public Works Capital/Equipment Planning

Moos and the committee reviewed the department's proposed 2020 capital budget items. Pike suggested Moos re-prioritize the items based on their potential impact or safety need.

Public Works Committee Future Goals/Agenda Items

Galahad Road N. drainage issues; Scan deteriorating documents; Capital Improvement Plan projects; bids for pickup truck.

Adjournment

Pike adjourned the meeting at 6:31 p.m.

Respectfully submitted by,

Anne-Marie McDonald
Recording Secretary