

**North Hudson Public Works Meeting  
Village Hall 400 7<sup>th</sup> Street North  
Tuesday, September 19, 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 August 15, 2017 Public Works Meeting**

**Motion (Head/Zais) to approve the August 15, 2017 Public Works meeting minutes. Motion carried.**

**Snow Plowing Contract for Village Streets**

Pike noted that the Trustees had read the background information regarding the snow plowing contract. Pike also noted the slight changes to the current contract: Only Village employees are allowed to operate village owned equipment; the minimum annual payment to Zappa Brothers is reduced to \$7000. Pike made sure the other Trustees understood that the hourly rates quoted in the contract will be used after the annual minimum payment has been met. Pike has spoken with Village Administrator Melissa Luedke, who stated that village residents will call the village office if snow is not removed in a timely fashion. Moos stated that, in past years, the minimum payment has been fully utilized because Zappa Brothers did more of the snow removal. Pike thought that the village didn't quite exhaust the \$9000 minimum payment the past two years. Moos checked with two other snow removal companies, who said they require their full minimum payments before the season begins.

**Motion (Head/Zais) to recommend the Village renew its contract with Zappa Brothers for another year to aid with snow plowing on an as-needed basis. Motion passed on a roll call vote of 3-0. Zais-yes, Head-yes, Pike-yes.**

**Highway 35 Project water and sewer design**

Pike isn't sure whether the village is required to obtain multiple quotes for engineering services related to the Highway 35 project. As a result, he won't ask for a motion at tonight's meeting to act on Cedar Corp.'s proposal for engineering services. Oium stated that, for previous projects, multiple bids were not requested because Oium is the village engineer. Pike asked whether there were contract negotiations with Cedar Corp. in the past. Oium said that the proposed engineering contract costs amount to about 15 percent of the construction budget, which for the Highway 35 project is around \$800,000. The engineering costs include survey work, design activities, creation of special assessment reports, etc. Pike asked whether approval of the engineering contract is time-sensitive or can wait until the November village board meeting for approval. Oium stated that the field work should be completed before the snow begins. Pike said that, since Luedke and he are new to this approval process, Luedke wants to work with Oium on the contract process, and Pike has questions of his own. Head asked whether an RFP should be done with a \$60,000 contract. Oium explained that the services provided by Cedar Corp. include participation at meetings without billing. In some years, charges for the village are \$1000-\$2000 for an entire year, and that Cedar plans for project work to be offered by the municipalities it works with. Pike wanted to assure Oium that the Cedar Corp contract will be approved, after

assurances have been made to Luedke and himself. Pike said that the committee could make a recommendation to the Finance Committee regarding Cedar Corp's proposal, then Luedke can remove it from Finance's agenda if she determines it shouldn't be approved. Oium explained that the proposal he presented is just for design services. Other services related to the Highway 35 project won't be offered until 2021. Oium explained that the Wisconsin DOT is encouraging the village to begin its design work to coincide with what the state is working on related to the project.

Pike asked Moos for his insight on Luedke's reservations about Cedar Corp's proposal. Moos explained that Luedke was concerned with when and how the contract would be paid. Oium explained that the \$59,500 contract would be billed in parts over the next two years. Zais asked for clarification regarding the timing of the design activities. Oium stated that the field work is the most important activity to be completed soon, due to the difficulty of finding water and sewer system features in the snow. Pike and Head asked Oium what is the drop-dead date for having project design work completed. Oium said that the fall of 2020 is when the design and PS&E documents must be completed. He also explained that the DOT requires approvals during the design process, at the 30 percent completion, 60 percent completion, and 90 percent completion points, which will take place during the two-year design process. If Cedar Corp's proposal is approved at the October village board meeting, Pike asked Oium whether the required field work can be completed by the end of October – Oium believes that it can be done, provided he can work with Moos to locate all relevant service points. Oium thought the field work could be completed in two weeks. Head again asked why an RFP isn't being published for a contract of this size. Pike and Zais noted that the village engineer's knowledge of the village infrastructure is of value. Pike noted that Luedke's concerns are with when payments to Cedar Corp. would be required, not with the proposal itself. Oium explained that Cedar Corp. wants to submit this proposal for their engineering services during the village's budget planning process.

**Motion (Head/Zais) for the Cedar Corporation proposal for the design phase of \$59,500 to be forwarded to the Finance Committee. Motion passed on a roll call vote of 3-0. Head-yes, Zais-yes, Pike-yes.**

#### **Purchase of new commercial grade riding lawn mower**

Pike reviewed the issue statement from Moos. The desire is to have an additional riding lawn mower to decrease the time required to mow grass on village properties. Zais commended Moos on getting a competitive price for the new lawn mower.

**Motion (Head/Zais) to recommend purchase of a new John Deere X734 riding lawn mower from Frontier Ag and Equipment in New Richmond, at a cost not to exceed \$10,500, using proceeds from the sale of the 1998 International. Motion passed on a roll call vote of 3-0. Zais-yes, Head-yes, Pike-yes.**

#### **Public Works salt shed possible options**

Moos reviewed the previous year's salt costs for storage and handling paid to the city of Hudson, for a total of \$11,000, as well as prior years. Moos explained that the city of Hudson had to pay for salt storage due to low usage and snowfall during the 2016-2017 snow season. Head asked if the village has a surplus of salt. Moos said that the village has about 87 tons in storage now. Head feels that is a large amount of salt for the village, and Pike agreed. Pike stated that he asked Moos to identify the salt storage costs for the past several years to help justify the cost of a salt shed within the village. Calendar year 2017 to date, the village has paid \$2500 to the city of Hudson for loading of salt, and that number

will increase through the rest of the year. Head asked whether the \$11,000 cost is broken out by category. Moos thinks that information can be obtained from Luedke, the Village Administrator. Head asked whether Moos can talk to the city of Hudson to negotiate the yearly cost. Pike stated that prior Village Administrator, Gloria Troester, spoke with the city of Hudson regarding the \$11,000 cost. Moos can't speak to the cost for last year's salt order. Moos had to order this coming winter's salt this past April. Pike explained to Moos that Moos needs to understand why this last year's salt cost was \$11,000 before his department's budget can be established. Head stated that, with prior years' costs being lower, a new salt shed probably can't be justified, but if costs going forward will be \$6000-\$11,000 per year, the shed may be feasible. Moos said that he may have a new place to store the village's salt starting next year which would have a favorable cost associated with it. The location is a few miles from the village, but the building is already there.

### **Chair Update**

Pepper Fest was the best year ever.

### **Engineer's Report**

Oium reported on the last LRIP funding cycle, including who was awarded funds. All municipalities were under 20,000 population; the awards ranged from \$16,000 to \$24,000. The new LRIP funding application is not yet available online. During the fund award process, a committee meets, a chair is nominated, and the committee selects the projects to be recommended for awards. According to the schedule, the selection process should take place by November 1<sup>st</sup>. After the recommendations are done, St. Croix County Highway Commissioner submits them to Wisconsin DOT in January. The state-municipal agreements are sent out in March. The municipality must complete its project within five years after the state-municipal agreement is issued in order to receive reimbursement. Pike asked when the next LRIP funding cycle takes place. Oium stated that applications for funding must be submitted this fall. Oium reminded the committee that the St. Croix Street N. project would be the one slated for the village's LRIP funding application. Oium said that when the online application is available, he will complete the application on behalf of the village at no charge. Head asked about the committee selection process. Pike asked whether Moos can be part of the selection committee. Oium stated that he can be. Oium looked at the timeframe of the last committee meetings, and they didn't meet until early December during the last funding cycle. Head asked whether a municipal employee must be on the committee, or if Oium could be the village's representative. Oium explained that he and Cedar Corp. represent other municipalities, so he would have a conflict of interest serving on that committee. Oium said that a village clerk, administrator, or public works director usually serves on the committee. The Public Works committee members recommended Moos serve as village representative on the LRIP funding committee. Pike asked Oium to ensure Moos has the information he needs to participate on the funding selection committee. Oium explained that after the applications are submitted to the county, a date is set for the committee to meet. Pike asked whether the St. Croix Street project timeline fits with the LRIP funding deadline, and Oium verified that it does.

Pike asked Oium and Moos if they are checking the retaining wall on Riverside Drive, and to give the committee sufficient notice if the wall needs attention. Pike wants to make sure the planning is completed well in advance of when the wall needs repair.

Oium reported on the company that proposed the new cell tower in the village – Sprint has decided to put that project on hold.

Oium also reported that Artisan North development will start work next week.

### **Director's Report**

Moos reported that hydrants are being flushed; 129 are completed, and 93 are left to be done.

St. Croix County's tentative plan is to be in the village next week to do the hot spray patching.

Moos stated that his group is doing some catch basin preventative maintenance, patching of big holes which have developed in the bottom of some basins. All work is being done from above ground.

Moos would like to start hauling more debris from behind the shop yards near Glen Oaks Park in the next few weeks. His mission is to get that area cleaned up.

Moos contacted vendors to get some bids to extend the fence at the new shop property to the west.

### **2018 Public Works Budget**

Moos has handed in the Public Works 2018 budget to Village Treasurer, Nathan Troester. Pike asked whether the Public Works committee approves the budget; Head believes the committee doesn't review the budget. Pike asked Moos to provide him with the 2018 budget.

### **Future Agenda Items**

PASER rating maps

Pike asked Zais whether there has been any movement on the Pepper Fest building. Zais said there is movement and there is a plan.

### **Adjournment**

Pike adjourned the meeting at 6:10 p.m.

Respectfully submitted by,

Anne-Marie McDonald  
Recording Secretary