

**North Hudson Public Works Meeting
Village Hall 400 7th Street N
Tuesday, January 21, 2020 @ 5:30 p.m.**

Call to Order: roll call

Chair Pike called the meeting to order at 5:30 pm. Answering the call was Trustee Matz. A quorum was present and the meeting was duly noticed. Trustee Head arrived at 5:33 pm. 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 December 27, 2019 Public Works Meeting

Motion (Matz/Pike) to approve the December 27, 2019 Public Works meeting minutes. Motion carried.

Comments from the floor

None.

Progress on Artisan North subdivision and outstanding items

Oium stated that Artisan North is on Bluebird Court N., and introduced Mark Erickson, Landsted Properties, LLC representative and developer of Artisan North. Oium explained that Village Administrator Melissa Luedke asked for updates on outstanding issues before the village takes over public improvements made in the development. The committee members received copies of Luedke's request prior to the meeting.

Oium explained there are five items to be completed. Item number 1, "Notice to Village of Completion of Public Improvements", has been completed. The remaining items follow:

- The letter from the developer's engineer describing the list of public improvements which have been completed
- Affidavits and lien waivers indicating contractor and his/her suppliers have been paid in full for all work and materials furnished under the agreement
- Copy of completed form for J Ryan Bonding
- Two copies of the as-built construction plans from developer's engineer

Erickson described the development to the committee and explained there are eight lots in total, four of which are sold and four remain. Roger Humphrey & Joe Granberg are working on final construction plans, and will submit them to Oium when completed. Erickson is working with Gary Zappa of Zappa Bros. Excavating; all work is complete except for some grading on the unoccupied lots. The engineers want to see the total surface of the lot before certifying the grading, and that is difficult to do with snow on the ground. Erickson is working on payments with Zappa. Erickson stated he has the form for J. Ryan Bonding and will forward it to the village this week. The village will receive copies of the as-built construction plans as soon as they're completed. Erickson apologized for not completing activities sooner; he had health issues which prevented him from addressing the situation.

Pike asked about stipulations if developer items are not completed. Oium stated that, per Luedke's letter of December 6, 2019, no occupancy permits will be allowed until the required items are submitted and

finalized. Erickson he would like to continue to sell lots in the interim. Oium asked if the outstanding items can be completed within the next month. Erickson believes everything can be completed within a month; Humphrey and Granberg have this project as a high priority.

Pike asked who is plowing Bluebird Court N. Erickson said his contractor is plowing for now and he asked the village not to plow until the village takes over the public improvements. Moos stated no other services are being done by the village at this time. Pike reiterated that Erickson must finish all outstanding items before the village takes over management of the street and utilities. Pike asked Oium to provide the committee members with an update when the outstanding items are completed.

Mallalieu Apartments Utility Easement

Moos stated he and Oium met with owners Michele Drevnik and Mark Hafner, Bill from the maintenance department, and Jessica Gray to discuss how to proceed with the utility easement. The owners and representatives asked for clarifications, so Moos wants to keep this item on the agenda for next month. There are small details which need to be worked out. The village wants an easement on the property, and that is what Moos is working towards. Representatives of the Mallalieu Apartments will attend an upcoming meeting. Based on the age of the pipe (about 47-48 years old), the property owners understand they would have to pay for any repairs needed if no easement is arranged.

Head asked if the owners and representatives have questions for Oium and Moos. An easement was found for the storm sewer, but nothing for the water and sewer lines. Oium has to investigate some information and provide it to the owners.

GIS mapping system

Moos read his issue statement for purchase of the GIS system and GPS unit. Moos included quotes from other vendors for the GIS system and the GPS unit for the committee's information. Pike asked what systems are included in the price: sewer, water, and storm sewer systems are included in the price. Zoning and additional modules have an additional cost. There is also an annual fee to use the software. Cedar Corporation's quote includes \$1,000 for additional support and assistance, if needed.

Matz asked if the village data would get connected with St. Croix County. Moos believes the village data can be connected with the county. Jones said both the village and the county are on the same coordinate system, so merging the data would be seamless.

Motion (Matz/Head) to purchase the GIS mapping system from Cedar Corporation and purchase of a GPS unit from Leica with price not to exceed \$18,000.00. Motion carried on a roll call vote of 3-0. Head – Yes, Matz – Yes, Pike – Yes.

2020 Street Sweeping Contract

Pike and Head feel McPhillips does a good job. Moos said the street sweeping service does not include hauling of debris from the sweeper, the village does the hauling. Moos stated that 2019's quotes included another contractor whose rate was \$110 per hour.

Motion (Matz/Head) to use Mike McPhillips, Inc. for street sweeping for 2020 with an hourly rate of \$95 per hour. Motion carried on a roll call vote of 3-0. Matz – Yes, Head – Yes, Pike – Y.

Chair Update

Nothing to report.

Engineer's Report

Oium reported that the MLS grant that the village submitted to the Wisconsin Department of Transportation was one of 461 applications with a total project value of \$674 million, and there is \$18.5 million in the grant fund. Oium told the committee not to get their hopes up too high. The selection team will convene in Madison and grants will be announced in February 2020.

Director's Report

Moos introduced new Public Works department employee Blake Allington, who started last Wednesday. The committee welcomed Blake to the village.

Moos stated the February Public Works committee meeting will need to be moved to Tuesday, February 25, 2020 at 5:30 pm, due to the primary election being held on Tuesday, February 18, 2020. The committee concurred. Pike asked Moos to send an update to everyone involved, and confirm the TV broadcaster is notified, as well.

Moos distributed a map of the snow plow route priorities in the village. Moos explained that the first priority routes start on Krattley Lane N. and work south from there. Moos will ask Luedke to post the map on the village website. Pike asked residents to be sure to have garbage cans on the curb and cars out of the roadway so the plows can clear snow curb to curb.

Moos reported that the new department pickup should be delivered in mid-February. After it arrives, the department's 2001 one-ton truck will be put on an auction site. Proceeds of that sale will go into the department's vehicle fund. Pike suggested putting a link to the auction site on the village website.

Public Works Capital/Equipment Planning

Moos said there are no new capital equipment plans right now; he has a list of future capital equipment needs. Pike requested that Moos and Oium present an updated Five-Year Capital Plan at the next committee meeting.

Public Works Committee Future Goals/Agenda Items

Pike asked Oium to provide an update on The Ridges Phase II at the next meeting. The street improvements are completed and the surface is gravel; asphalt will be laid this spring. Sewer and water have been run and connected to the two units being built. Occupancy permits cannot be issued until the street is paved.

Moos asked if there should be a discussion around the 24-hour parking ordinance. Pike asked if the other committee members have been approached by residents regarding the ordinance. Head and Matz have not; Pike said he has had lots of comments made to him. Moos said he contacts the police department when someone in the Public Works department observes a car which hasn't been moved in 24 hours. Matz suggested the current ordinance be enforced before considering a new ordinance.

Future agenda item: Fence in new village Public Safety building space, and use as an impound area.

Head asked how big a problem is the on-street parking situation, such as how many tickets/tows are done. Pike asked Moos if Police Chief Mark Richert could attend a future Public Works meeting or provide an update if he cannot attend.

Adjournment

Pike adjourned the meeting at 6:05 p.m.

Respectfully submitted by,

Anne-Marie McDonald
Recording Secretary