

I. Call to order.

Chairman Ziegler called the meeting to order at 5:30 p.m.

In attendance were Jon Ziegler, Karen Schmutzler, Greg Falkowski, Mark Porlier, and Tom Benishek. Ex-Officio member present was Zach Martin. Also present were DPW Keith Donner, Fred Schuster, Loren White, Mark Maloney, Sharon Jaeger, Hooshang Zeyghami, Glenn Speich, and Donna Van Swol.

II. Consideration of minutes for meeting of January 4, 2010.

****M/S/P Falkowski/Schmutzler: to approve the minutes from the meeting of January 4, 2010 as recorded.***

III. Visitors. None.

IV. DPW's report.

A. Projects update.

1. STH 29 and Birch Street Pedestrian Bridge.

- a) **Status.** Donner reported the DOT should have the traffic management plan completed by Wednesday of this week. Donner has been speaking with Sean Spromberg and Mark Porlier about lighting options and costs for the bridge. The options being considered are incandescent and LED. Scott Tatro thought induction lighting should be considered. Porlier added induction lighting does not have as much to offer in variety and may not fit our application. Included with the meeting materials was a copy of the letter mailed to property owners regarding right-of-way acquisition appraisals, letting them know the process has started.
- b) **R.O.W. Acquisition Consultant Selection.** Donner included with the meeting materials three proposals from Right-Of-Way Acquisition Negotiation Consultants (Timbers Selissen Land Specialists approximately \$800 per basic land parcel, MSA approximately \$765 per parcel, and Stiegerwaldt Land Services at \$495 per parcel). All proposals include getting a release on mortgages if applicable. Timber Selissen and MSA appeared to have put more effort into their proposals and specifically addressed items in the request for proposals as well as pointed out issues of concern. Timing is critical for the land acquisition and both Timber Selissen and MSA pointed that out. Scott Williams Appraisal has completed the research on the standard appraisals. The appraisals for the fee parcels (the Eldor Hintz and Brenda Reid properties) will be completed later this month. Donner added he estimated right-of-way negotiation would be in the range of \$7,500 in his project budget and we are in that price range. Donner was optimistic we would not have the negotiation expense on the Putnam parcel. Donner felt either MSA or Timber Selissen were best for the project since both have some familiarity with the landowners from previous projects.

****M/S/P Falkowski/Portier: to approve MSA as the right-of-way acquisition consultant for the STH 29 and Birch Street Pedestrian Bridge based on the lesser cost of service as compared to Timber Selissen.***

2. Schofield Avenue Reconstruction, Sidewalk/Bicycle Path Requirements.

Donner reported there is a recent state legislation that states where there is a project receiving federal funding the community must look at sidewalk/bicycle path accommodations as part of the construction. There are exceptions to the legislation with substantial costs being one and local conditions being the other(s). Fred Wisner of the DOT and Kevin Meyer of Cedar Corp. are planning to look at the project to determine if it will be required to install sidewalk. We have initially directed CWE to include sidewalk on the south side of the project to Hunt Street where pedestrians/bicyclists could cross the road and connect with the Mountain Bay Trail. There has been recent discussion about paving the Mountain Bay Trail to allow better access and usability. We would rather encourage pedestrians and bicyclists to use the Mountain Bay Trail and keep them off the Schofield Avenue corridor. Donner added if we need to install sidewalk we will have some storm sewer impacts and possible right-of-way acquisition driving the cost of the project up.

Portier added we have a unique situation and argument with having the Mountain Bay Trail in close proximity to Schofield Avenue (so it makes sense) to not add the additional cost burden of sidewalk. Portier added we might want to look at crossing at an intersection or a mid-block crossing having some flashing signs or in pavement flashing lights to get the pedestrians and bicyclists to the Mountain Bay Trail.

Donner added there is an operational planning meeting scheduled for February 3. The updated traffic counts were completed last week.

- 3. Storm Water Regulations – Revisions of NR 151.** Donner gave an update on the latest meeting of the area storm water group. The storm water group meets again this Friday.
- 4. Sternberg Well Maintenance.** Donner reported the weekend of January 9 the Sternberg well was taken out of service because it was not pumping water. It is suspected several stages of the pump slid off the shaft and dropped to the bottom of the well. Layne Northwest is scheduled for later this week to televise the well and pull the pump and make the repairs.

****M/S/P Schmutzler/Benishek: to approve Sternberg well maintenance at an estimated cost of \$5,340.***

B. Announcements. None.

V. Street and Utility Operations report.

- A. Street Operations.** Donner reported the street crew has been scraping snow from streets and clearing inlets. The road crew worked with the county crew to clear snow from Schofield Avenue and Camp Phillips Road the week of January 4.
- B. Utility Operations.** Donner reported last week the sewer vac truck was taken to Bruce Equipment for fan replacement on the auxiliary motor (warranty work). The sewer vac truck was picked up today.

The utility maintenance staff is currently in the process of changing water meters. Included with the meeting materials are copies of letters mailed to customers at different stages requesting a meter change. We are getting more firm with customers not scheduling a time to have their water meter changed. As of today we do not have anyone scheduled to be turned off for non-compliance. Hopefully we will have the same result for next week. We are scheduling appointments one day a week until 5:00 p.m.

Last year we started requesting customer feedback response on a postcard for routine work such as meter changes and private well inspections. To date we have received about 250 responses. Valerie Parker has compiled the responses on a spreadsheet which has been included with the meeting materials. The majority of the responses we have received have been positive.

Today France Sales & Service started to replace a sewer lateral for Crystal Finishing at 2610 Ross Avenue (the former K-Tech building). They found a spot in the lateral that had been damaged and had to be repaired. Ross Avenue is closed between Maple Street and Elm Street and the traffic is being detoured in this area. Truck traffic is being routed out of the area to Birch Street, Schofield Avenue, and Alderson Street. The sewer lateral repair and concrete street patch should be completed by Wednesday.

Last Friday a contractor was replacing a sewer lateral all the way to the main for the resident at 6105 Randy Jay Street. They damaged the water main in the process causing a water outage on Randy Jay Street, at around 4:00 p.m. Repairs were completed and service restore just after midnight. The water main was repaired by Chad Dietsche and Dave Krause.

VI. Unfinished Business. None.

VII. New Business. None.

The next regular meeting will be February 1, 2010 at 5:30 p.m.

VIII. Adjourn.

**M/S/P Falkowski/Benishek: to adjourn at 5:59 p.m.*

Submitted by,

Donna Van Swol, Utility Clerk