

I. **Call to order.**

Chairman Ziegler called the meeting to order at 5:15 p.m.

In attendance were Jon Ziegler, Mark Porlier, John Jensen, Neal Adams, and John Rick. Also in attendance were DPW Keith Donner, Michael Wodalski, Loren White, Barbara Ermeling, Fred Schuster, Hooshang Zeyghami, and Donna Van Swol.

II. **Consideration of minutes for meeting of 07/05/2011.**

****M/S/P Porlier/Jensen: to approve the minutes for the meeting of July 5, 2011 as recorded.***

III. **Visitors. None.**

IV. **DPW's report.**

A. Projects Update.

1. **Pedestrian Bridge Over STH 29 at Birch Street.** Wodalski reported Thursday evening, July 7 the bridge deck was poured over the STH 29 right-of-way to the south side approach to the abutment. Work has begun forming the parapet walls. Van Ert has started installing conduit and light pole clusters on the south ramp and superstructure. In the next few weeks we will see the formwork removed from the south side and moved to the north side of the bridge. The work on the south side approach will start as well, when Merrill Sand & Gravel return on site.

- a) **Request to Acquire Surplus Property from Wisconsin Department of Transportation, Birch Street.** Donner reported we are still working with a property owner on his access to the west side of the bridge at the end of the cul-de-sac. Donner stated this property owner was not someone from whom we had to acquire anything by fee (real estate interests). Therefore, this parcel is not listed on the schedule of lands and interests on the right-of-way plat. So what we need to do is make sure he still has access to his property. The property owner indicates he has an access off the end of the cul-de-sac. The entrance was picked up on the survey and shown on the plan profile sheets but it was not shown on the right-of-way plat. There was another entrance that did show up on the right-of-way plat and provisions were made to relocate that entrance to the south to access the cul-de-sac that way. The property owner has been accessing his property at the end of the cul-de-sac going across the property (triangle) owned by the DOT, without permission. There is a process we can go through to acquire the entire triangle parcel for either a public purpose or for transportation needs. We did not initially pursue acquiring this entire parcel as right-of-way because it would have put the project into a higher level of review for environmental purposes and would have delayed the project more than it was already. The property owner indicates he has plans to develop this parcel some day. Acquiring the parcel will give us more flexibility for access.

****M/S/P Jensen/Portier: to proceed with the acquisition of the triangle shaped parcel from the DOT on the north side of the pedestrian bridge.***

2. **Camp Phillips Road Reconstruction.** Donner reported the road project and water and sewer construction is progressing well.
3. **Schofield Avenue Reconstruction.** Donner reported stage II traffic control is set up. The pavement has been stripped off the of the north side of the road between Ryan Street and Zinser Street. Musson is working on storm sewer.
4. **Schofield Avenue Sidewalk, Birch Street to Camp Phillips Road.** Wodalski reported on Friday the final concrete work was being completed. There is a small section of asphalt in front of the BP Gas Station that needs to be completed. The landscaper was back today finishing up in front of US Bank, then he will complete the landscaping in front of BP. We will be looking at a change order in an approximate amount of \$2,915 to complete some of the drainage issues. The change order will be on the next agenda. The completed project is expected to come in within budget.
5. **Schofield Avenue Beam Guard.** Donner reported this is being advertised for bids. The bid opening is scheduled for July 26.
6. **Alderson Street Reconstruction, Weston Avenue to Howland Avenue.** Donner reported on June 30 and July 1 there were some vehicle incidents reported. At this point it appears at least two of the claims are going to be dropped.

Wodalski reported last week three water valves were replaced at the intersection of Weston Avenue and Alderson Street. Tito Excavating replaced two of the valves near a gas line and our crew replaced one water valve all in the middle of the intersection. We will be replacing a fire hydrant at the southwest corner of Weston Avenue and Alderson Street on Tuesday. We are looking at later this week or early next week for the first layer of asphalt.

B. Announcements. None.

V. Street and Utility Operation report.

- A. **Street Operations.** Donner reported the chip seal project was completed last week. Some residents in the neighborhoods receiving chip seal were upset over the process. The main cause for concern was lack of communication as to when the chip sealing would actually start. We put the chip seal notice in the newsletter but can't include a schedule since projects get delayed from rain or something else. In the future we are going to require the contractor to notify the property owners the night before the work is started.
 1. **Storm Damage Clean-Up.** Donner reported there were a lot of downed trees from the storm of July 1 – July 2. Last Friday was the last day we did pick-up. People have been bringing a lot of brush to the Ryan Street site. We had been dedicating two people to the clean-up efforts since July 6.

- B. Utility Operations.** Donner reported the Utility crew helped with the valve replacement on the Alderson Street Project. We had a leaking fire hydrant after the valve work was done last week. It is an older style fire hydrant that we are unable to repair so it will be replaced tomorrow.

VI. Unfinished Business. None.

VII. New Business.

- A. Resolution R-04-2011, Preliminary Resolution for Special Assessments on Neupert Avenue from Business Highway 51 to Alderson Street.** Donner reported this is following up on comments from the last meeting to re-focus our efforts on thoroughfare streets as compared to the neighborhood streets. In the neighborhood meetings it was discussed we would reconstruct Neupert Avenue from Business Highway 51 to Alderson Street in 2012. The preliminary resolution will start the special assessment process. Donner recommended approval.

****M/S/P Porlier/Adams: to approve Preliminary Resolution R-04-2011 for Special Assessments on Neupert Avenue from Business Highway 51 to Alderson Street.***

- B. Termination of Contract with CWE, Inc. for Engineering Services Crestwood Acres Subdivision.** Donner reported this contract was for the design of streets, curb and gutter, and utilities in the amount of \$192,250. Staff has recommended re-directing our resources to the thoroughfare type projects. Porlier questioned if there were any costs incurred before we terminate the contract. Donner responded there were some costs but he believed they have been paid.

****M/S/P Porlier/Adams: to approve terminating the contract with Central Wisconsin Engineers for Engineering Services for the Crestwood Acres Subdivision with the exception of services rendered to date.***

- C. Engineering Services Agreement with CWE, Inc. for Design and Bidding Services, Neupert Avenue.** Donner recommended approval of this contract with CWE in the amount of \$96,900 for design and \$5,000 for bidding services. We will hold a public informational meeting early in the process to better define the scope of the project. The right-of-way is only 50 feet wide and there are locations where multi-family units have created parking areas that appear to be partially on right-of-way and partially on private property.

****M/S/P Jensen/Rick: to approve a contract with Central Wisconsin Engineers, Inc. for design in the amount of \$96,900 and bidding services in the amount of \$5,000 for the Neupert Avenue project.***

- D. Alderson Street Reconstruction from Ross Avenue to Mallard Court, Discussion of Terms of Inter-Municipal Agreement with Schofield.** Donner reported he has contacted Kevin King of Schofield regarding this joint jurisdictional project. King indicated Schofield is interested in doing this project provided the cost isn't too high. The water and sewer down to Mallard Court would be Weston Utilities'. Donner said their maps indicate the storm sewer was mainly Schofield's facilities. The street would

be a 50:50 cost share. The paved area of the street occupies most of the right-of-way. Donner does not feel there is any room for sidewalk. The way the street is constructed right now there is really no right-of-way to accommodate a sidewalk. Schofield does not have any intention in putting in a sidewalk. Donner thought the only way sidewalk would be feasible would be to narrow up the street. King indicated he had no desire to narrow up the street. Donner added each community has their own engineering firm they typically do business with. Donner thought we should use only one engineering firm. Schofield may want to go out for competitive proposals for engineering services on this project. Donner added we could then have representatives from each community go through the selection process in choosing an engineering firm. The Committee thought the selection of an engineering firm should be made by staff.

Wodalski brought up the proposed sidewalk routes map. The map indicated this portion of Alderson Street was included on the proposed sidewalk routes.

Porlier thought we might want to consider painting a bike lane similar to Ross Avenue. This would allow for a wider turning radius for truck traffic when needed. Donner will draft an inter-municipal agreement with Schofield for the August 1 meeting.

The next regular meeting date will be August 1, 2011 at 5:15 p.m.

VIII. Adjourn.

****M/S/P Porlier/Rick: to adjourn at 5:50 p.m.***

Submitted by,

Donna Van Swol
Utility Clerk