

**Village of Holmen  
Public Works Committee  
October 3, 2013**

Chairman Neal Forde called the Public Works Committee meeting to order at 6:30 PM on Thursday October 3, 2013. Members present: Forde, Ebner and Anderson. Also present: Administrator Heinig, Director of Public Works Dean Olson and Chris Fox. Jean and Howard Olson arrived at 7:00.

Motion by Anderson, seconded by Ebner, to approve the minutes of the September 5, 2013 meeting - carried unanimously.

**Public Comment**

Chris Fox, from 360 Real Estate Solutions spoke to the Committee regarding the invoice for the water service repair work that was done in January. 360 Real Estate feels the invoice is too high and asked the Committee to consider a reduction in the cost. The consensus of the Committee was unanimous that a reduction in the invoice was granted earlier and should be no additional reductions in the cost.

**Director's Monthly Report**

**Sanitary Sewer Department**

The WWTP has been operating well. We are still having some issues with phosphorus testing, and are documenting various tests to evaluate where the problem stems from. MSA has developed an odor control pilot study and we began the process this week. Scott, Pete and I met with representatives of the City of Onalaska to continue discussions related to our upcoming regionalization project. Meetings with both communities have been positive and a follow-up meeting is being planned for November.

**Water Department**

The reservoir cleaning was completed this week. Meter replacement continues on schedule. We will be flushing hydrant starting October 15<sup>th</sup>. One of the larger multi-family buildings has apparently been operating the bypass valve to affect the flow that passes through the meter. A letter was sent to the building owner with a bill based on an estimate of how much water was used. The letter also indicated there would be a citation issued for tampering with a measuring device and no additional instances of this happening would be tolerated. Locking mechanisms are being ordered for all buildings that have this type of bypass configuration.

**Street Department**

The street reconstruction project is under way. Asphalt has been milled and the hydrants to be moved are scheduled for later this week. One of the hydrants is leaking and we plan to have that replaced as part of the project, while it is dug up. Our STP-U application for funding on Sunset Drive was approved by LAPC at the last meeting. The initial meeting regarding Local Roads Improvement program (LRIP) was held in September, with applications due at the next meeting scheduled for October 16. There are no sidewalk issues to report.

## **Storm Water Department**

Chipping is scheduled for next week. The storm water ponds have been cleared of brush and tall grass. We will look at treating some of the stumps in the spring to avoid sucker growth to redevelop. We are continuing with street sweeping and inlet cleaning.

## **Other**

We have been working with the County and other agencies to update the addresses for properties recently annexed to the Village. Director Olson also commended the office staff for their handling of the phone calls received after the utility bills were sent out. A number of people called, concerned with the increase in the sewer rate. Staff has responded to those calls in a courteous and professional manner to clarify any concerns and to further explain the reasons for the increase.

## **Action Items**

Discussion – Comparison of Sewer & water rates for sewer credit – DPW Olson presented a larger sampling of Village Residents water usages during first and fourth quarters of the past two years. The average residential use for the first quarter of both years was consistent, however the average use for the fourth quarter was only slightly higher in 2011 and significantly higher in 2012. Since the summer and fall of 2012 was much warmer and dryer than normal, the average for that quarter was higher than the same period in 2011, but that should be expected given the weather conditions. The Committee felt the current policy of using the fourth quarter reading as a basis for adjustment for the sewer volume is fair and that we should continue with that practice.

Recommend to Village Board – Change Order – McHugh Excavating – We received Change Order #2 from McHugh Excavating for an increase in size for a water service to the Pour House and for extra work performed to connect water service lines. The plans had a 1" water service for the Pour House, but a 2" service has been installed from the building out to the right of way. We had the contractor install a 2" corporation connection, curb stop and 2" copper water service instead of the 1" line. The increase is for material costs due to the increased size. There were two water service connections that were also connected; one at 108 Walden Place and the other for the Church that Director Olson asked the contractor to complete. The additional cost was for time spent making those connections to existing lines while they had the area excavated. Motion by Anderson, seconded by Forde to recommend approval of Change Order #2 in the amount of \$4,084.00 – carried unanimously.

## **Other**

There were no other items brought before the Committee.

## **Adjourn**

Motion by Ebner, seconded by Anderson to adjourn at 8:15 PM - carried unanimously.

Dean K. Olson  
Director of Public Works