

**THE VILLAGE OF SHOREWOOD HILLS  
PUBLIC WORKS COMMITTEE MINUTES**

**Wednesday, March 8, 2023 at 6:30pm**

**Location: Virtual via Zoom**

1. The meeting was called to order by Chairperson John Imes at 6:31 pm.
  - a. Roll Call -- Members present included John Imes, Cara Coburn Faris, Katie Petykowski, Rick Chappell and Austin Tierney. Bob Corbett and Mary Sweeney joined at 6:36 pm. Others present included Village Engineer Brian Berquist and Tim Stieve of Town & Country, Village Administrator Sharon Eveland, Public Work's Crew Chief Mike Meier and Administrative Assistant Teresa Brommer.
2. Ms. Eveland confirmed compliance with the open meeting law.
3. **Public Comments, Appearances and Communications** – None.
4. **Approval of the minutes** – February 8, 2023: Katie Petykowski moved, Austin Tierney seconded to approve the February 8, 2023, meeting minutes. Vote: 5-0 (approved).
5. **Update from Public Works Superintendent** – Mr. Meier started by giving an update of the 20 winter events the village has experienced. By delaying and timing the salting and clearing of the roads, the village has experienced less salt usage and the roads have been in better condition than the surrounding Madison roads. Mr. Chappell asked if the Crew's salting practices have changed, as he has seen salt being distributed on flat streets, where no salt was put down in the past, Mr. Meier responded that there are newer crew members. Public Works Department is looking for part-time summer help starting at 6:45am to 3:45pm Monday thru Thursday and 6:45am to 10:45am Fridays, starting wage around \$13.50/hr. Applicant must be at least 16 years old and have a valid driver license. Village as Epicenter of projects for DPW:
  - Landscaping repair from snow plowing damage.
  - McKenna Park shelter renovation kicks off Monday, March 13.
  - MMSD project involving the section by the pool will begin in 2024/2025.
  - Madison Gas & Electric (MGE) and AT&T will be working thru the village on boring projects to upgrade the primary power lines and bury as much as possible to improve service and consistency.
  - Bridge over University Bay Drive
  - Bike rack placement/poursDiscussion was had by the committee.
6. **Discussion regarding LMD Bridge project update** – Ms. Eveland noted the pre-construction meeting is scheduled for March 20<sup>th</sup>. Engineering contractor Strand (same as University Ave project) will provide a rough timeline schedule.
  - There is question of the contractor Zenith Tech's (of Walbec Co) experience with timber structures, Ms. Eveland is waiting for examples from the DOT for information on U.P. projects.
  - Bridge will be pre-enssembled in 3 parts that will shorten installation time.
  - Plans have been approved since July and are "frozen" per the DOT.
  - DOT project with bidding and contract restrictions (contributing \$1.218 million).
  - Salvage of existing bridge timber (will be kept at the cold storage building to be used for replacement of garden club triangles, village benches and other village projects)

- Rendering of bridge requested and mockup of handrail (KL design questioned) Discussion was had by the committee.

**7. Green Street Matrix Update-** Mr. Berquist shared that there had been good response from the committee on the Green Streets Design matrix survey (still waiting for 3 member's responses and will resend the survey to them).

Discussion was had by the committee.

- Concern the Green Street Matrix is looking at the Village under a piecemeal approach when there should be a plan for the whole village.
- Ms. Eveland will bring a rough budget number to the May meeting for hiring a professional for guidance of a village plan to recommend to include in CIP.

**8. Discussion/possible action regarding the annual MS4 permit-** Per Mr. Berquist remodeling done to Best Village's Practices including the efficiency of the street sweeping which has improved performance and brought closer to the 20% goal. Mr. Stieve referred to the MS4 Program Plan a reporting permit to operate storm sewers (annual permit) and the WPDES Permit (MAMSWaP) 2023 Annual Work Plan for the Village of Shorewood Hills included in the committee meeting packet.

- DNR has found the village compliant and showing progress.
- Public education, owning shoreline property check list for best practices.
- Shorewood Hills one of the only communities in state with 80% run-off control requirements for construction of single-family homes.

Motion recommends to the Board Approval of the MS4 Permit Application. Mary Sweeney moved, Rick Chappell seconded. Vote 7-0 (approved)

**9. Discussion/possible action regarding Stormwater Utility rate increases-**The Stormwater Utility is not covering all its costs and projections indicate a need to increase rates (12 years without increase). Ms. Eveland recommends doing a rate check every 5 years. Ms. Faris questioned the flat rate, looking for a rate structure that would be more equitable for smaller lots/houses (compared to larger lots/houses). Mr. Berquist will look into rate structure possibility.

Motion to Recommend to the Board the increase of the Stormwater Utility rate to \$19.90/month. Austin Tierney moved, Katie Petykowski seconded. Vote 7-0 (approved)

**10. Discussion/possible action regarding contracted service for Wastewater Utility rate case-** Ms. Eveland referred to Administrator Comments included in the committee meeting packet. Motion to Authorize the Administrator to proceed with a rate assessment for the Wastewater Utility with the assistance of Boardman & Clark. Cara Coburn Faris moved, Katie Petykowski seconded. Vote 7-0 (approved)

#### **11. Future Agenda Items**

- North easement along railroad where sewer project went thru, manage weed control, possible barrier with shrubs and fence along railroad maintenance.
- Shackleton Square no parking signs on Marshall Ct.
- Comprehensive planning

**12. Next meeting date:** Wednesday, May 10, 2023, at 6:30 pm.

**13. Adjourn** – The meeting adjourned at 8:14 pm.

Respectfully submitted,  
Teresa Brommer, Administrative Assistant