

Village Of Brooklyn

PO. Box 189 • 210 Commercial Street • Brooklyn, Wisconsin 53521
(608) 455-4201 • Fax: (608) 455-1385 • [E-mail: clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

Public Works Committee Minutes January 21st 2013

The Public Works Committee meeting was called to order at 7.18 pm. Committee members in attendance were Todd Klahn, Dean Van Den Eng and Steve Lust. Also in attendance were Public Works Director Mark Langer, Village President Nadine Walsten, Josh Straka, Lane Brown, Andrea Kirchhoff and Dana Leikness.

Motion: Van Den Eng/Lust to approve minutes of 11/27/2012. Motion carried unanimously.

The residents of 205 Church St, Lane Brown and Andrea Kirchhoff, spoke to the committee regarding their recent sewer lateral repairs. The couple purchased this property on October 31, 2012 and discovered after they moved in that the sewer lateral was blocked and that they could not use the plumbing. They stated that this fact was not disclosed to them by the bank or their inspector and that they were very appreciative of all the help that Utility Superintendent Leif Spilde had given them throughout the process of getting the lateral repaired. After doing some research it was discovered that in early 2012 a private company was hired by the former property owner to unplug the lateral and that their equipment got stuck in the line. That company chose to cut the line to their equipment and leave it behind without completing the job.

The couple hired E & N Hughes to dig up the sewer lateral and replace it. The Public Works department used the information that was available to them to mark the placement of the sewer lateral; however, the marking was not accurate when E & N Hughes did the excavation on November 19th 2012. A camera was then placed into the main sewer line to discover the correct placement and a second hole was dug to do the repair. E & N Hughes billed the couple \$6,315 for the repair plus \$1,355 for having to dig the second hole.

The couple asked the committee to reimburse them \$1,355 since the Public Works department marked the placement of the lateral incorrectly. Director Langer explained that the marking was based on the lateral location record that was on file, which happened to be incomplete and that the marking was approximate. Upon review, the committee discovered that E & N Hughes was the contractor that incompletely filled out the lateral location card when they installed the lateral back in 2003 during the HWY 92 reconstruction project. The consensus of the committee was that they needed to gather additional information and that it seemed wrong that E & N Hughes would charge for the second excavation when they were at least partially at fault based on the fact that they did not properly fill out the lateral location record back in 2003.

Motion: Van Den Eng/Lust to forward the matter to the Board for consideration. Motion carried unanimously.

Dana Leikness from the Oregon/Brooklyn Youth Softball Association spoke to the committee about the Association's desire to make Improvements to the small baseball diamond at Legion Park. Mrs. Leikness spoke of the desire to have more softball activity at Legion Park and

small diamond and make other improvements so that they could utilize it more effectively. The Association would pay for all of the improvements and was seeking permission to make the changes. Director Langer thought that it would be important to check with the Fire Department to make sure that the fence would not interfere with the annual Labor Day celebration and the committee asked Director Langer to check into any other concerns. **Motion:** Van Den Eng/Klahn to recommend that the Board approve the installation of the fence and other diamond improvements at the expense of the Oregon/Brooklyn Youth Softball Association pending endorsement by Director Langer. Motion carried unanimously.

Josh Straka from Strand Associates Inc. reviewed a revised Business Complex infrastructure engineering proposal with the committee. The Holt Road project was removed and the number of observation hours reduced from the original draft; the new total equals \$46,600. The committee clarified with President Walsten that none of the infrastructure engineering can be started until the CDBG grant is officially approved, but the consensus was to get the agreement in place so that Director Langer could solicit bids as quickly as possible once the CDBG grant process is finalized. **Motion:** Klahn/Van Den Eng to recommend that the Board approve the engineering agreement. Motion carried unanimously.

Director Langer briefed the committee on the progress made regarding the chipped walking trail in the wooded area south of the cemetery. Approximately 1,100 feet of trails were covered with wood chips and Director Langer presented an aerial view of the trail and talked about the potential need to post signs barring ATVs from using the trails to prevent damage. Director Langer will look into the specifics of what signs would be appropriate. President Walsten spoke about her desire to have the area groomed, perhaps through community participation, including pulling noxious weeds and undesirable saplings. The committee will search for interested parties that want to participate in such a program and also inform the Recreation committee of potential recreational activities that could bring awareness to the area.

Director Langer asked that the committee consider reviewing cemetery fees as the contractor has increased their fee to dig graves. This is the first fee increase in many years and the cost to dig a grave has gone from \$135 to \$180. The committee asked Director Langer to work with the Clerk's Office to compile a list of cemetery fees in surrounding communities with a cemetery that is similar in size before making a recommendation.

The committee debated whether to pursue purchasing the Landmark Lot and former Pride Printing lot. The consensus was that these would be desirable to own, but that the timing was not ideal considering the current Business Complex project.

The committee debated water/sewer connection fees. **Motion:** Van Den Eng/Klahn to recommend to the Finance committee that connection fees remain unchanged. Motion carried unanimously.

Director Langer reviewed a staffing analysis with the committee. Currently Public Works is able to perform its responsibilities; however, the staff is stretched very thin. Due to potential added responsibilities, Director Langer spoke of the desire to look into hiring a part-time person to supplement the staff. Director Langer presented a list of potential duties that such a part-time person would perform. **Motion:** Van Den Eng/Klahn to postpone the discussion until the next meeting. Motion carried unanimously.

Director Langer gave the Public Works and Utilities reports. Noteworthy items include:

- Wis. Surplus sold the 1990 patrol truck 12-19-12 for \$3107.79
- 2013 Urban Forestry grant was approved for \$5,000
- Holiday decorations were taken down 1-8-13
- Curb side holiday trees/storm damage brush is being picked up
- Cleaning storm grates/curb lines for melting snows
- Monthly water samples were taken and safe
- Sludge hauling is complete
- Working on sampling plan for Allen's Creek for Phosphorus levels

The 2012 Public Works, Water Utility and Sewer budgets were not reviewed as they were not available.

Motion: Klahn/Van Den Eng to adjourn at 9:31 pm. Motion carried unanimously.