HILLSBORO
WISCONSIN

COMMITTEE OF THE WHOLE MINUTES
TUESDAY, JUNE 8th, 2021

Mayor Greg Kubarski called the Committee of the Whole meeting to order at 7:00 p.m. on Tuesday, June 8th, 2021. Committee members present at the time the meeting was called to order were: Liz Parish, Garth Hitselberger, Pat Moen, Randy Seeley, Darrow Novy, Rick Hanke, Mark Lankey, and Tom Hotek.

Others present included: City Administrator Josh Finch, Treasurer Lisa Johnson Police Chief Pat Clark, Hillsboro Library Director Jackie Johnson- Pysanrenko, Streets Lead Joe Haugh, Rob Uphoff from MSA, and Nicolette Nauman of the HSE.

Mayor Kubarski asked if this meeting received proper public notice to which Administrator Finch confirmed that the meeting did receive proper notice.

A motion was made by Hanke, second by Parish, to approve the May 11th, 2021 Committee of a Whole meeting minutes. Motion carried.

Registered Public Comment – None.

Safety and Welfare

Chief Clark presented the Police Chief's Report, which provided an overview of the amount of calls the Police Department responded to (154). He stated that next month will probably be higher due to the warmer weather.

Chief Clark detailed a boat landing life jacket kiosk program partnered with the DNR. This would allow for citizens to borrow life jackets when on the water if they do not have access to any.

Chief Clark announced that the speed radar trailer was now operational again.

Chief Clark provided an update regarding the speed bump placement in the alley by Kwik Trip. The signs and speed bump would be installed soon.

Chief Clark stated that he is working on a few grants to help with the potential cost of camera upgrades as well as for purchasing a thermal imaging drone.

Chief Clark reported that Officer Kucinsky is continuing work on the Neighborhood Watch program. Due to a processing error, received extra window stickers to promote the program. Additionally, looking at utilizing the NextDoor App.

Chief Clark explained that the city hall cameras are now operational after an installation error. Installation company provided new cameras and a monitor free of charge.

With no other items, the Committee moved to the Improvement and Services report.

Improvement and Services

The Committee was provided an update by Rob Uphoff regarding the Dam Gate Replacement and Structural repair with the remaining items needing to be addressed which were the punch list, change order, and the final pay application. Additionally, there are a few minor cleanup items needing to be address regarding the CTH FF Bridge. Uphoff explains that regarding the WWTF upgrade there are a few items still being addressed by contractors, but the fence has been installed and the area has been top soiled and seeded. MSA will be making a final inspection of electrical work and will begin to prepare a punch list of remaining project closeout items.

Uphoff stated that the Elm Ave. reconstruction and lake trail/pier is mostly completed. At this point they are working with Meeco-Sullivan to design the pier to be ADA accessible and able to be utilized as a kayak and canoe launch. The City has received been approved by the WDNR for their permit as well as the updated pier design. Uphoff continued by stating that a project update meeting with the DNR would be happening on Wednesday, June 16th to discuss the CCT study which needs to be finalized by September 2021.

Uphoff explained that MSA is still in the process of developing alternative, conceptual plans, and preliminary cost estimates for the wastewater treatment facility improvements based on the projections of future wastewater flows and loading. Mayor Kubarski stated that the plans he has seen looks good to which Novy then explained that if you were to remove the roof you could have better access to remove or clean items within the facility. Upoff then stated that they will look to attend the next meeting to provide an update about funding and ask for feedback on their plan. Novy then asked about the usage of a storage tank for sludge, to which Uphoff stated that it is unlikely you could avoid not having a storage tank.

Finally, Uphoff provided an update regarding the Train Project stating that they have contact from Midwest Continental Railroad Museum in North Freedom that may have access for railroad ties; it is finding out the true cost of it. At this point overall we are in the detail phase of this project, determining who can do what to help complete this project. Will be looking to take a trip up there to better determine the scope of how to move and get them back here. It is in the Grand Marsh area so finding the right to move will be imperative. Seely then asked for an update regarding the Baraboo River Launch Site which Uphoff stated that more updates for Baraboo River Launch site will come at July meeting, but things are underway for the planning portion.

Next the Committee moved on to and discussed the weight limit on non-commercial alleys. Currently, the state standard for heavy traffic is 6,000 lbs. The Committee agreed that the current 15,000 lbs weight limit within the city was sufficient but knowing they had further possible restrictions provided some leeway if ever needed.

Next the Committee discussed the Shanesy Ave/ Mill Street Alley and Commercial Alley behind City Hall repairs. Material specs for the Shanesy Ave/ Mill Street Alley were provided and agreed upon to be sent out for sealed bid. Administrator Finch went over the pavement quote provided and the Committee elected to wait until a further time. The Commercial alley was approved for an overlay seal coat. Motion by Hotek, seconded by Seeley. Motion carried.

Next the Committee discussed the city hall roof repairs to which Mary Kubarski stated he had only heard back from one location and was looking to hear back from another. The one location provided two quotes with two different options for being sealed.

Next, the Committee heard from Streets Superintendent Haugh who wanted to remind the Committee and the public that there is a city ordinance regarding grass clippings in the road and that it should not be happening.

Next Mayor Kubarski mentioned the need for the lake and the city dam to be cleaned from the weeds. Mayor Kubarski fears that leaving the weeds go too long might allow them to spread. Administrator Finch stated he was looking into a few options to which Novy asked about what was done previously. Mayor Kubarski suggested that the underwater cutter may have been used previously under a different mayor. It was important to find a solution to keep the weeds off of the gates of the dam.

Next the Committee viewed the Pine Ave Marrell billing from 5/1/2021 in which they discussed the damages done and the costs attached with it. The billing only includes the current city bill, not including any road restoration. The Committee suggested forwarding on the bill to the company who did the damage.

Next, Uphoff spoke about the CMAR Resolution #03 which is a yearly required item from the DNR. Uphoff further explained that the results from the last year were out of the norm, and due to many factors, it caused the plant to receive less than favorable grades. However, Uphoff stated that the city, MSA, and the DNR have been talking regularly and that MSA has been speaking with the industries that helped influence the failing grades due to their water/sewer loads. Uphoff thinks that with planning and continuing the conversation, things should smooth out. MSA is working on upgrade plans which could also provide a long-term solution.

The Committee discussed the possibility of increasing the pool capacity from 50 to 150. Administrator Finch spoke with the Pool Manager and their staff to determine if they believed they could manage, to which they confirmed they could. Mayor Kubarski agreed that we want the pool to be open and allow for the citizens to be able to use it, but also the importance of keeping a contingency plan in place. The Committee agreed and determined that the recommended capacity for the pool would increase to 150 until further notice.

With no other items, the Committee moved on to Finance and Personnel.

Finance and Personnel

After reviewing the monthly bills, the Committee recommended moving the bills on to the Council agenda.

Administrator Finch thanked the Common Council, Mayor, and staff, as they have helped with his transition in the role.

The Committee was provided an update in regard to the American Rescue Plan, to which Treasurer Johnson and Administrator Finch informed the Committee that nothing relevant had taken place at the prior meeting and hopefully more information would be provided soon.

The Committee opened discussion on the Tinkers Bluff Lot #62 in which they were approached by Dan Ravenscroft in the possibility of purchasing a section of the lot next to his current location. Mayor Kubarski informed the Committee that this would be reverting the lots, in a way, back to the original. With the loss of that area, the Committee felt it may make the lot unsellable moving forward. Seeley mentioned it would be a benefit to have Ravenscroft attend the council meeting and to hear what he had to say. With no further comment, the Committee agreed that Ravenscroft could address the Council on their intentions for this plan.

Next, on the agenda was discussing of the train restoration project, which the Committee referred to the previous conversation.

City Hall staff informed the Committee that they would begin their summer hours after Memorial Day and currently it was 7:30- 4:30 Monday through Thursday and 7:30-2:00 on Friday. Treasurer Johnson said the proposed change would be starting at 7:00 AM and ending at 4:30 PM Monday through Thursday and 7:30 AM to 12:00 on Friday. Mayor Kubarski was in favor of this change and stated it might allow the staff to get some extra work done prior to most people entering city hall, post 8:00 AM. This schedule in effect until Labor Day. The Committee agreed that this would be a good change and agreed to start it immediately.

New Business – Lead Haugh asked the Committee about purchasing lumber and material for the replacement of the boat dock that was scheduled. Haugh said he was waiting to see if prices would decrease. The Committee agreed that Haugh should go ahead and purchase the material for the boat dock.

With no other items, a motion was made by Lankey, second by Hotek to adjourn at 8:30 p.m. Motion carried.