

PUBLIC WORKS COMMITTEE AGENDA

VILLAGE OF SOMERSET

110 Spring Street, Somerset WI

[Donnie Kern, Brandon Krohn, Caleb Garn]

Wednesday, January 8, 2025

5:30 p.m.

(Notice - A quorum of the Village Board may be present)

Meeting to be held via Zoom Meeting

<https://zoom.us/> or by telephone 1-312-626-6799

Meeting ID 858 0964 8984

Password 481850

- 1. Public Works Committee Meeting Called to order**
- 2. November 13, 2024 Public Works Minutes**
- 3. Public Comment on Agenda Items (2 minutes/person; 14 minutes/topic)**
- 4. Project Updates**
 - a. General Update on Active Projects**
- 5. Unfinished Business**
 - a. Discussion/Possible Recommendation – Outdated Ordinances –Title 6, Chapter 4. Trees and Shrubs**
 - b. Discussion/Possible Recommendation – Ball Field Use – Impact Sports Academy West**
 - c. Discussion/Possible Recommendation – Timeline on Meetings with the Public on Village Park Improvements**
 - d. Discussion/Possible Recommendation – Participation in Wisconsin School Forest Program**
- 6. New Business**
 - a. Discussion/Possible Recommendation – 2024 Utility Work Property Damage Restitution**
- 7. Public Works Department Report**
 - a. Water**
 - b. Sewer**
 - c. Parks**
 - d. Streets**
 - e. Storm Water**
 - f. 2024 Budget Reports**
- 8. Public Works, Water, Sewer and Parks Bills**
- 9. Future Agenda Items**
- 10. Public Works Committee Meeting Adjourned**

PUBLIC WORKS COMMITTEE
VILLAGE OF SOMERSET
November 13, 2024

Donnie Kern called the meeting to order at 5:30 p.m.

Present at the Village Hall: Brandon Krohn, Caleb Garn and Bob Gunther

Present via Zoom: Donnie Kern, Chris Dubak (5:32) and Mike Kappers (5:38)

Minutes

Committee reviewed the October 9, 2024 Public Works minutes. *Motion by Krohn, second by Garn to approve the October 9, 2024 Public Works meeting minutes and motion carried.*

Public Comment

No public comment

Project Updates

General Updates on Active Projects: A project update memo was provided.

- Gunther updated the committee.
- Main Street Bridge brace was put in but needs to be refabricated to fit correctly.
- River Hills North drainage improvement is postponed until Spring.

Unfinished Business

Outdated Ordinances – Title 6 Chapter 4 - Tabled Items, Title 6, Chapter 2 – Streets and Sidewalks – Tabled Item: Sec. 6-2-2(b)(2), Title 12, Chapter 1 – Parks and Recreation – Tabled Item: Sec. 12-1-5 Reservation Policy: Handouts were provided.

- Discussion amongst the committee.
- Title 6, Chapter 4. Trees and Shrubs
 - Krohn would like to look at this again.
 - Kern suggested keeping in Sec. 6-4-7

Motion by Garn, second by Krohn to table Title 6, Chapter 4. Trees and Shrubs and motion carried.

- Title 6, Chapter 2. Streets and Sidewalks
 - Sec. 6-2-2(b)(2)

Motion by Garn, second by Krohn to adopt Title 6, Chapter 2. Streets and Sidewalks as written and motion carried.

- Title 12, Chapter 1. Parks and Recreation
 - Sec. 12-1-5. Reservation Policy

Motion by Kern, second by Garn to adopt Title 12, Chapter 1. Parks and Recreation Sec. 12-1-5 Reservation Policy with the addition of (l) and (m) from the previous ordinance and motion carried.

Ball Field Use – Impact Sports Academy West:

- Tabled

Timeline on Meetings with the Public on Village Park Improvements:

- Garn thinks we should set a meeting date. A special meeting to be held the end of February or early March. A subsequent meeting to be held in the park. Date TBD

New Business

TID 5 Lift Station and Utility Extension Bid Award: A handout was provided.

Motion by Krohn, second by Garn to recommend to the Village Board approval of the TID 5 Lift Station and Utility Extension Bid Award to the lowest bid from Haas Sons, Inc in the amount of \$869,605.50 and motion carried.

Self Watering Hanging Basket Proposal: A proposal was provided.

Motion by Garn, second by Krohn to recommend to the Village Board approval to purchase up to 20 of the Self Watering Hanging Baskets at \$29.85 each and motion carried.

Lot Use – Somerset Champions:

Motion by Kern, second by Krohn to recommend to the Village Board approval of the Lot Use – Somerset Champions and motion carried. Garn Abstained.

Participation in Wisconsin School Forest Program:

- Krohn met with Abigail Krause from the Department of Urban Forestry. He would like to get the committee's approval to contact Andy Tuttle at the forestry program.
- Krohn went into great detail of the benefits of this program ex. free saplings, management of the forests and down the road, we can look at grants.
- Krohn would like to get the Village enrolled in the program. He would get approval from the full Village Board before any work would begin.
- Garn and Kern support Brandon checking into this and getting ahold of Andy Tuttle.

Banners for Downtown Light Poles: A handout/proposal was provided.

- Mike Kappers wanted this brought forward to the Public Works Committee.
- Caleb Garn said the Somerset Champions were going to bring forth a proposal in December.

Motion by Kern, second by Krohn to table the Banners for Downtown Light Poles until a branding package comes forward from the Champions and motion carried.

Public Works Department Report

- An update memo was provided.
- Krohn would like to start an Adopt A Drain like Adopt A Fire Hydrant

Public Works, Water, Sewer and Parks Bills

- The committee reviewed the bills.

Motion by Krohn, second by Garn to recommend to the Village Board approval of the Public Works, Water, Sewer and Parks Bills as presented and motion carried.

Future Agenda Items

- Outdated Ordinances – Tabled item
- Rebranding Proposal – Somerset Champions

Adjourn

Motion by Kern, seconded by Krohn to adjourn and motion carried. The Public Works Committee meeting adjourned at 6:18 p.m.

Village of Somerset, WI**CLIENT LIAISON:**

Charles D. Schwartz, P.E.

Phone: (612) 548-3141

Cell: (651) 272-0041

cschwartz@msa-ps.com

**DATE:**

January 6, 2025

VILLAGE PARK TRAIL IMPROVEMENTS

MSA is working on finalizing an exhibit, and cost estimate to replace the stairs with an ADA accessible trail. It is assumed these improvements will be incorporated into another Village improvement project.

REQUESTED ACTION:

Update only, no action needed.

TID #5 SUBDIVISION PLAT

The site titled SOMERSET COMMERCE CENTER has been reviewed and accepted by the following agencies:

- Department of Administration on December 20, 2024.
- Department of Transportation on December 13, 2024
- St. Croix County on December 10, 2024

REQUESTED ACTION:

Update only, no action needed.

TID #5 REGIONAL STORMWATER PONDS

MSA prepared a stormwater management plan and sized stormwater management facilities for the TID 5 business park. The facilities are configured as a 'two-cell' system, with the upper cell being a wet pond with a primary function of providing water quality treatment and a second cell being an infiltration basin with the primary function of achieving post-development infiltration volume controls. Our plan sheets were incorporated into Capvest's bid packages 1 & 2 that included the grading and stormwater ponds. The regional stormwater pond Notice of Intent and General Permit have been accepted by the DNR on December 6th and December 5th.

REQUESTED ACTION:

Update only, no action needed.

PROJECT UPDATE

TID #5 LIFT STATION & UTILITY EXTENSION

Haas Sons, Inc. contract documentation is complete. A pre-construction meeting to be scheduled in January.

REQUESTED ACTION:

Update only, no action needed.

TID #5 – LATITUDE 45 DEVELOPMENT

Dan's Excavating installed the erosion control and has completed 75% of the grading for the proposed building pads and public roadway corridor. The crew plans to start on the stormwater ponds as early as next week.

REQUESTED ACTION:

Update only, no action needed.

PINE VALE FIRST ADDITION

Our office has reviewed the plat and plan submittal. Pine Vale is located on Village-owned property east of STH 35 at the intersection of 190th Avenue and La Grandeur Road. The First Addition is located at the north end of the property.

REQUESTED ACTION:

Update only, no action needed.

PINE VALE SUBDIVISION

The Pine Vale Subdivision Development Agreement required the Developer to provide financial security. They have requested a reduction in required security to account for work completed to date in accordance with the Village's standards for public improvements. The reduction occurred in December.

REQUESTED ACTION:

Update only, no action needed.

WINESAP PRAIRIE SUBDIVISION AND FIRST ADDITION

MSA and Village representatives performed a walkthrough on November 20, 2024. MSA provided the Village and the developer's engineer an updated punch list on November 21, 2024.

REQUESTED ACTION:

Update only, no action needed.



PROJECT UPDATE

RIVER HILLS NORTH

The Aspen Drive residents are concerned about the project restoration this late in the year. The contractor is scheduling the drainage improvement work for next spring.

REQUESTED ACTION:

Update only, no action needed.

“OTHER THINGS GOING ON”

- MSA GIS is working with the Village on the 2025 GIS support and Maintenance tasks. ArcGIS has upgraded from Ersi's Web App Builder to Experience Builder (EB). MSA encourages the Village to transfer the Village's Web Apps over to the new Experience Builder Framework in 2025. The Village of Somerset's Water Service Line Inventory (LSLI) App was built this year using Experience Builder framework and this would be the case with any new apps moving forward.

Village of Somerset
Box 356
110 Spring Street
Somerset WI 54025
715-247-3395 / Fax 715-247-5790



Sewer Utility:

Things have been going well at the wastewater treatment facility.

Water Utility:

We had a service line break earlier this week that was repaired and found the cause of the leak was due to electrolysis corrosion. This has been a fairly common issue we have had with other service line breaks, but fortunately there hasn't been an alarming number of cases to become overly concerned about.

Hydro Corp continues to conduct cross-connection surveys on residential properties.

Streets:

Snow events have been minimal so far this year. We did have a minor breakdown on one of our older plows that should be repaired and ready for service again shortly.

Streets seem to be holding up well after the rain we had last week.

Parks:

I spoke with one of MSA's funding/grant specialist about potential grants for purchasing additional land for village park, the replacement of pavilions, additional trail connections to the village park, and the addition of a pickleball court at Larry Forrest Park. His suggestion would be to prioritize what project should be focused on for a grant application. Most grants are a 50/50 split and many of them require some sort of improvements to ADA accessibility and features. We can discuss those future park improvements and decide what one should move forward for a grant.

Other Things:

Grading and some additional preparation work has begun at TID 5 for the multi-family development and lift station work.

Parks Budget

ACCT

Unposted Included

Account Number		2024 December	2024 Actual 12/31/2024	2024 Budget	Budget Status	% of Budget
100-00-55200-110-000	Parks Salary	602.68	7,684.18	6,360.91	-1,323.27	120.80
100-00-55200-120-000	Parks Wages	2,044.56	62,729.35	59,000.00	-3,729.35	106.32
100-00-55200-150-000	Parks Employee Benefits	921.85	25,357.61	22,000.00	-3,357.61	115.26
100-00-55200-290-000	Parks Contractual Services	0.00	0.00	0.00	0.00	0.00
100-00-55200-350-000	Parks Operating Expense	1,360.73	20,149.53	15,000.00	-5,149.53	134.33
100-00-55200-371-000	Park Maintenance	427.68	7,060.16	4,000.00	-3,060.16	176.50
100-00-55200-372-000	Athletic Fields Maint/Expense	0.00	2,828.34	4,000.00	1,171.66	70.71
100-00-55200-511-000	Parks Insurance Expense	0.00	2,137.75	1,800.00	-337.75	118.76
100-00-55200-512-000	Parks Worker's Compensation	0.00	78.25	100.00	21.75	78.25
100-00-55200-514-000	Pks Unemployment Compensation	0.00	0.00	0.00	0.00	0.00
100-00-55200-810-000	Parks Equipment Outlay	0.00	0.00	0.00	0.00	0.00
100-00-55200-820-000	PARKS OUTLAY/IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
100-00-55310-390-000	Celebrations/Decorations Exp	1,476.18	2,902.68	3,500.00	597.32	82.93
New Parks		6,833.68	130,927.85	115,760.91	-15,166.94	113.10
Total Expenses		6,833.68	130,927.85	115,760.91	-15,166.94	113.10
Net Totals		-6,833.68	-130,927.85	-115,760.91	15,166.94	113.10

Budget Comparison - Detail
Public Works Budget
Unposted Included

Account Number		2024	2024	2024	Budget	% of
		December	Actual 12/31/2024	Budget	Status	Budget
100-00-53240-110-000	Machinery & Equipment Salary	0.00	0.00	0.00	0.00	0.00
100-00-53240-120-000	Machinery & Equipment Wages	858.66	5,291.79	5,000.00	-291.79	105.84
100-00-53240-150-000	Machinery & Equip Emp Benefits	196.35	1,798.93	1,100.00	-698.93	163.54
100-00-53240-240-000	Machinery & Equip Maint/Repair	4,181.52	20,930.96	15,000.00	-5,930.96	139.54
100-00-53240-350-000	Machinery & Equipment Oper Exp	0.00	15,158.40	22,000.00	6,841.60	68.90
100-00-53240-390-000	Machinery & Equip Other Exp	0.00	85.39	725.00	639.61	11.78
100-00-53240-810-000	Machinery & Equipment Outlay	0.00	0.00	0.00	0.00	0.00
100-00-53270-110-000	Garages & Sheds Salary	0.00	0.00	0.00	0.00	0.00
100-00-53270-120-000	Garages & Sheds Wages	1,375.08	7,791.72	3,500.00	-4,291.72	222.62
100-00-53270-150-000	Garages & Sheds Emp Benefits	490.89	3,424.04	1,000.00	-2,424.04	342.40
100-00-53270-350-000	Garages & Sheds Operating Exp	442.67	9,818.49	10,500.00	681.51	93.51
100-00-53270-390-000	Garages & Sheds Other Expenses	459.17	1,904.35	1,200.00	-704.35	158.70
100-00-53270-810-000	Garages & Sheds Equip Outlay	0.00	0.00	0.00	0.00	0.00
100-00-53310-110-000	Street Maintenance Salary	743.32	9,477.32	11,696.60	2,219.28	81.03
100-00-53310-120-000	Street Maintenance Wages	9,630.71	91,297.52	64,500.00	-26,797.52	141.55
100-00-53310-150-000	Street Maint Employee Benefits	3,874.45	51,994.17	32,000.00	-19,994.17	162.48
100-00-53310-240-000	Street Maintenance & Repairs	372.54	5,453.61	6,500.00	1,046.39	83.90
100-00-53310-290-000	St Maint Contractual Services	2,598.98	15,748.67	30,000.00	14,251.33	52.50
100-00-53310-350-000	Street Maint Operating Expense	130.15	1,564.48	2,500.00	935.52	62.58
100-00-53310-390-000	Street Maint-Other Expenses	96.03	390.95	500.00	109.05	78.19
100-00-53310-820-000	Street Maint Outlay/Improve	0.00	0.00	0.00	0.00	0.00
100-00-53320-110-000	Street Cleaning Salary	0.00	0.00	0.00	0.00	0.00
100-00-53320-120-000	Street Cleaning Wages	0.00	6,244.74	7,000.00	755.26	89.21
100-00-53320-150-000	Street Cleaning Emp Benefits	0.00	3,672.64	3,000.00	-672.64	122.42
100-00-53330-110-000	Snow & Ice Removal Salary	0.00	0.00	0.00	0.00	0.00
100-00-53330-120-000	Snow & Ice Removal Wages	3,959.52	9,880.12	34,000.00	24,119.88	29.06
100-00-53330-150-000	Snow/Ice Removal Emp Benefits	914.51	3,667.64	13,500.00	9,832.36	27.17
100-00-53330-240-000	Snow/Ice Removal Maint/Repairs	0.00	0.00	500.00	500.00	0.00
100-00-53330-370-000	Salt & Sand	0.00	15,689.53	21,000.00	5,310.47	74.71
100-00-53330-390-000	Snow/Ice Removal Other Exp	0.00	88.98	300.00	211.02	29.66
100-00-53420-220-000	Street Lighting Utility Svc	6,324.02	44,094.24	38,000.00	-6,094.24	116.04
100-00-53420-820-000	Street Lighting Outlay/Improve	0.00	0.00	0.00	0.00	0.00
100-00-53430-110-000	Sidewalks Salary	0.00	0.00	0.00	0.00	0.00
100-00-53430-120-000	Sidewalks Wages	0.00	600.66	515.00	-85.66	116.63
100-00-53430-150-000	Sidewalks Emp Benefits	0.00	208.56	85.00	-123.56	245.36
100-00-53430-240-000	Sidewalks Maint/Repairs	0.00	0.00	3,000.00	3,000.00	0.00
100-00-53430-390-000	Sidewalks Other Expenses	0.00	0.00	0.00	0.00	0.00
100-00-53430-820-000	Sidewalks Outlay/Improv	0.00	0.00	0.00	0.00	0.00
100-00-53440-110-000	Storm Sewer Salary	0.00	0.00	0.00	0.00	0.00
100-00-53440-120-000	Storm Sewer Wages	126.00	3,249.48	1,500.00	-1,749.48	216.63
100-00-53440-150-000	Storm Sewer Employee Benefits	18.18	1,610.98	500.00	-1,110.98	322.20
100-00-53440-240-000	Storm Sewer Maint & Repairs	15.45	651.28	3,000.00	2,348.72	21.71
100-00-53440-820-000	Storm Sewer Outlay/Improvemnt	0.00	0.00	0.00	0.00	0.00
100-00-53620-120-000	Refuse Collection Wages	0.00	4,364.97	1,500.00	-2,864.97	291.00
100-00-53620-150-000	Refuse Collection Emp Benefits	0.00	2,483.30	900.00	-1,583.30	275.92
100-00-53620-390-000	Refuse Collection Other Exp	0.00	0.00	0.00	0.00	0.00
100-00-53630-290-000	Solid Waste Disposal Contract	17,023.00	184,747.00	162,000.00	-22,747.00	114.04
100-00-53635-120-000	Recycling Wages	0.00	1,868.46	2,500.00	631.54	74.74
100-00-53635-150-000	Recycling Employee Benefits	0.00	948.87	800.00	-148.87	118.61
100-00-53635-290-000	Recycling Contractual Services	4,712.00	51,116.00	48,000.00	-3,116.00	106.49
100-00-53635-810-000	Recycling Equipment Outlay	0.00	0.00	0.00	0.00	0.00
100-00-53640-120-000	Weed Control Wages	0.00	1,475.37	900.00	-575.37	163.93

Budget Comparison - Detail
Public Works Budget
Unposted Included

Account Number		2024 December	2024 Actual 12/31/2024	2024 Budget	Budget Status	% of Budget
100-00-53640-150-000	Weed Control Employee Benefits	0.00	900.39	200.00	-700.39	450.20
100-00-53640-390-000	Weed Control Other Expenses	0.00	0.00	0.00	0.00	0.00
100-00-53930-154-000	Pub Wks Health & Dental Insur	0.00	0.00	0.00	0.00	0.00
100-00-53930-159-000	Public Works Uniform Allowance	79.99	2,527.70	2,500.00	-27.70	101.11
100-00-53930-511-000	Public Wks Insurance Expense	0.00	3,282.25	3,000.00	-282.25	109.41
100-00-53930-512-000	Pub Wks Worker's Compensation	0.00	12,114.75	6,500.00	-5,614.75	186.38
100-00-53930-514-000	PW Unemployment Compensation	0.00	0.00	0.00	0.00	0.00
New Public Works		58,623.19	597,618.70	562,421.60	-35,197.10	106.26
Total Expenses		58,623.19	597,618.70	562,421.60	-35,197.10	106.26
Net Totals		-58,623.19	-597,618.70	-562,421.60	35,197.10	106.26

1/06/2025 3:38 PM

In Progress Checks - Quick Report - ALL

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 12/19/2024

From Account: 100-00-53240-110-000

Thru: 1/22/2025

Thru Account: 100-00-53930-514-000

Voucher Nbr	Check Date	Payee	Amount
	12/31/2024	XCEL ENERGY	164.41
Manual Check		ELECTRIC EXPENSE	
		Grand Total	164.41

1/06/2025 3:38 PM

In Progress Checks - Quick Report - ALL

Page: 2

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 12/19/2024

From Account: 100-00-53240-110-000

Thru: 1/22/2025

Thru Account: 100-00-53930-514-000

Amount

Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND

164.41

Total Expenditure from all Funds

164.41

1/06/2025 3:39 PM

In Progress Checks - Quick Report - ALL

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 12/19/2024

From Account: 100-00-55200-110-000

Thru: 1/22/2025

Thru Account: 100-00-55310-390-000

Voucher Nbr	Check Date	Payee	Amount
	12/20/2024	CARDMEMBER SERVICE	42.50
Manual Check		NOVEMBER CHARGES	
		Grand Total	42.50

1/06/2025 3:39 PM

In Progress Checks - Quick Report - ALL

Page: 2

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 12/19/2024

From Account: 100-00-55200-110-000

Thru: 1/22/2025

Thru Account: 100-00-55310-390-000

Amount

Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND

42.50

Total Expenditure from all Funds

42.50

1/06/2025 3:39 PM

In Progress Checks - Quick Report - ALL

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 12/19/2024

From Account: 610-00-11100-000-131

Thru: 1/22/2025

Thru Account: 620-00-58290-000-428

Voucher Nbr	Check Date	Payee	Amount
	12/30/2024	XCEL ENERGY	17.74
Manual Check		ELECTRIC EXPENSE	
		Grand Total	17.74

1/06/2025 3:39 PM

In Progress Checks - Quick Report - ALL

Page: 2

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 12/19/2024

From Account: 610-00-11100-000-131

Thru: 1/22/2025

Thru Account: 620-00-58290-000-428

Amount

Total Expenditure from Fund # 620 - SEWER UTILITY FUND

17.74

Total Expenditure from all Funds

17.74