

1. **CALL TO ORDER:** Chair Poole called the meeting of the Public Works & Utility Committee meeting to order at 5:00 p.m.
2. **ROLL CALL:** Present: Phil Harms, Eric Poole, Jon Lourigan arrived at 5:03p.m., Also present: Village Administrator Mike Gracz, Public Works Director Mark Below, Board President Gerald Luebke, and Clerk Assistant/Deputy Clerk Peggy Haag. Arriving later in the meeting: Trustees, Steve Staton, Jerry Bollig and Police Chief Doug Pettit.
3. **APPROVAL OF MINUTES:**
Regular meeting minutes 1/29/2007. **Motion by Harms to approve the Regular meeting minutes from 1/29/07. Second by Poole. Motion carried 3-0.**
4. **PUBLIC APPEARANCES.**
 - a) Discussion and Possible Recommendation to Village Board—Request from Briana Olson Oregon Headliners 4-H Club Regarding Welcome signs. Briana Olson of 2840 Highway MM, Madison spoke on behalf of the Oregon Headliners 4-H Club. They are proposing to have a welcome sign advertising the 4-H Club heading into the Village on MM from the north side near McDonald's. There was discussion of incorporating this with the new Village welcome sign. The 4-H year is from September through August and the 4-H club is hoping to get this done before the end of the 4-H calendar year. Gracz stated this could be held up if there is not enough outside money raised for the new Village sign. Poole mentioned the post is still there so 4-H could still put their sign up if the Village sign is not ready. **Motion by Harms and second by Lourigan to recommend the Village Board allow Briana Olson from the Oregon Headliner 4-H Club to start the process for a club sign to be included on the Village of Oregon Welcome Sign on the north side of the Village. Motion carried 3-0. She should contact Mark Below for size requirements.**
 - b) Discussion of 90% of Completed Plans and estimated costs of WWTP Lab and SCADA System Improvements – Town and Country Engineers. Gene Laschinger with Town & Country Engineering appeared to answer any questions from committee members. Below stated the plans have just been refined a little. Harms wanted to know the square footage without the garage. Below stated it's roughly 38ft x 59ft; 2,242 feet. Below went back to pull information from prior meetings when there was discussion of doing this project and said there wasn't anything in the minutes. Gene wanted to comment on the lighting plan and the new lights that are being put on the project. There is an existing pole light that is south of the new building that Town & Country is not touching. There was some discussion and concern regarding budgeting for this project and that information being public. It was mentioned that this building could be built in the Bergamont. Gracz noted that it may help to find out what the square footage cost is. The Village should see if this building is comparable in the market now so someone doesn't say why are we building this? Laschinger replied right away that it is very comparable. He said that there isn't any thing fancy going into this building. The garage is the only area that has 12" block. The rest of it has 6" stud walls. This is just for durability on a treatment site. The Mechanical system is also simple. There was more discussion.
 - c) Discuss possible Special Public Works meeting on March 19th for WWTP and SCADA System Bidding Process. There was agreement that there would be a special meeting on March 19th. Below said they will have the final plans and engineers estimate by this Public Works meeting on the 19th, with a motion to the Village Board to go out for bids. FYI, the SCADA System is actually going to be about a month behind the Waste Water Treatment Plant, so when this portion of the process is out of the way, the SCADA will come back later.
5. **COMMUNICATIONS AND MISCELLANEOUS BUSINESS.**
 - a) Copy of Letter sent by DPW Below to affected Property Owners regarding FIRM maps and list of property owners – FYI Only.

- b) Letter from Wisconsin DNR regarding conditional approval of the Village's Flood Plain Zoning Ordinance – FYI Only.
 - c) Letter from Dane County Lakes and Watershed Commission regarding Coal Tar Sealant – FYI Only.
 - d) Copy of letter sent to Fleming Development regarding fencing around their storm water pond – FYI Only.
 - e) Discussion status of Brooklyn to Oregon Bike Trail in Railroad Corridor and Possible Recommendation to Village Board to have President Luebke send a letter of support for Grant Application. Gracz gave some background information on this. Heidi Fischer came to the Public Works committee and the citizen group wanted permission to study the possibility of putting in this trail on the rail line. The Village of Brooklyn created an Ad-Hoc Committee but nothing was being noticed, minutes were not being taken. Heidi is going back to having a citizen committee. She wanted the Village of Oregon, the Town of Oregon, and the Village of Brooklyn help pay for a \$17,000 study feasibility study for the rail line. It is not in any of the municipality's budgets and it made more sense to do fundraising for this. This group would like to put in a grant like the Village of Oregon puts in for the streetscape and they need this feasibility study done. They are going to try raising the money for the study. They are asking for a letter of support for federal assistance. There was some discussion. **Motion by Lourigan and second by Harms to have the Village Board authorize Village President, Luebke to send a letter to Congressperson Tammy Baldwin in support of the grant application for the Oregon/Brooklyn shared use path in the railroad corridor. Motion carried 3-0.**
6. **NEW BUSINESS.**
- a) Discussion and Possible Recommendation to the Village Board regarding Proposals for the required Spill Prevention Control and Countermeasure Plan for the Fuel tanks at the public works facility required by the EPA. Below asked for an R.F.P. from three companies. The range was \$850 - \$2,300. R.E.A. was the low bidder and Below stated he has worked with them and they are very reputable. **Motion by Lourigan and second by Harms to have the Village Board authorize the Village President to sign a contract with R.E.A. in an amount of \$850 for the proposal for the Spill Prevention Control and Countermeasure Plan for the fuel tanks. Motion carried 3-0.**
 - b) Discussion and Possible Recommendation to the Village Board authorizing change order #2 request from Hammersley Stone for Alpine Business Park. Below said there are three items listed for change order #2. The first is for the road closed signs at the end of Braun Road and Cusick Parkway. The second is for increase in pipe size for the storm water endwall from 15" to 24". The last item is the road removal for blacktopping the entrance that will be made concrete in the spring. There was some discussion on Braun Road and prioritizing projects when the new Board is in place to revisit this. **Motion by Harms and second by Lourigan to recommend the Village Board authorize change order # 2 in the amount of \$12,754.10 from Hammersley Stone for Cusick Parkway. Motion carried 3-0.** There was discussion that there is still money left over from the last change order. Below also stated the Village is still under budget on this.
 - c) Discussion and Possible Recommendation to the Village Board to authorize DPW Below to request proposals for engineering services for the 2008 downtown street and utility work. This item is tabled until the March 19th meeting because the committee needs to decide the limits of the project.
 - d) Discussion and Possible Recommendation to the Village Board to award the 2007/2008 cemetery mowing and maintenance agreement. Below said he received one proposal back of several that were sent out. Rick's Lawn and Garden Service has the current contract with the Village and has been working for the Village for the past 8-10 years. **Motion by Harms and second by Lourigan to have the Village Board authorize the Village President to sign the agreement with Rick's Lawn and Garden Service for the 2007/2008 cemetery mowing and maintenance in the amount of \$9,823.30. Motion carried 3-0.**

e) Discussion of creating AD-HOC Committee for Refuse and Recycling. Poole stated the committee is already formed. Luebke contacted people for the committee and the first meeting is scheduled for March 5th. Ideas are needed to make sure that everything is included on the literature. Gracz stated the flier needs to be finalized by March 12th so it can be printed and mailed at least two weeks prior to the election.

7. **UNFINISHED BUSINESS.**

a) Discussion and Possible Recommendation to the Village Board amending ordinance #07-04 regarding Chapter 10.05 of the Municipal Code Relating to the Outdoor Solid Fuel Heating Units. Below said that this has been to Public Works and the Planning Commission once before. This is for the utility sheds that burn logs you put in your back yard. They look like a cooker but they are actually a heating unit. The heat is pumped into the house. This recommendation would prohibit them from being outside. If people already own one, they would be grandfathered in. The question was brought up if they are safe. This is being recommended because it is a bit of a safety issue, along with the issues of smoke, burning treated lumber, etc. This would prohibit them from being outside but Lourigan questioned if you could put one in your garage. Below stated then it would be regulated by UBC Code. There have been discussions off and on over the years about these. Below is trying to be proactive. Gracz said the prime concern is that if you have one you have it vented properly so the smoke is not going into your neighbor's house. Harms said this may open a can of worms, if you start here then you have wood burning stoves, fireplaces, wood furnaces, etc. **Motion by Poole to recommend to the Village Board that ordinance #07-04 amending Chapter 10.05 of the Municipal Code Relating to Outdoor Solid Fuel Heating Units is adopted. There was no second and the Committee took no action.**

8. **INSURANCE CLAIMS.** None.

9. **STAFF REPORT.**

Status of Developments and Public Works Projects.

- 1) Bergamont: Phase III
- 2) Alpine Meadows Phase IV
- 3) Oregon Parks Neighborhood
- 4) Villages of Foxboro
- 5) N. Alpine Parkway Status
- 6) Alpine Business Park: Water/Sewer and Cusick Parkway
- 7) WWTP Lab and SCADA Improvements

10. **FUTURE ASSIGNMENTS.**

- a) In March – Discuss Status of the Downtown Intersection Engineering Interviews by DPW Below.
- b) In –April – Recommend to the Village Board Selection of Engineering Firm for Downtown Intersection.
- c) Discussion of Starting Time for Construction and Utility Work.
- d) Review of Terrace Tree Policy.
- e) Consider only selling the Village's part of the Ownership of the Train Tracks—Fall, 2007.
- f) Road maintenance agreement with Lycon and Soil Condition Reports for Consideration of Whitetopping of W. Netherwood Road.
- g) Discuss status of ordinance regarding the resale of water.

11. **ADJOURNMENT.** Lourigan moved, second by Poole, to adjourn the meeting at 6:00 p.m. Motion carried.

Submitted by
Peggy Haag,
Clerk Assistant/Deputy Clerk