



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

Regular/Special Meeting: ***Public Works Committee***

Date and Time: ***Monday, November 28, 2022 at 6:15 pm***

Location: ***Deerfield Fire Station, 305 N Industrial Park Rd, Deerfield, WI***

Members: ***Greg Frutiger, Scott Tebon, Michael Gullickson***
(Number of Members needed to meet quorum requirements: 2)

1. Roll Call
2. Announcements
 - a. The next regularly scheduled meeting is December 12, 2022 at 6 pm
3. Minutes of the October 24, 2022 Meeting.
4. New Business
 - a. Request for placement of a mailbox in the Village right-of-way for 112 N. Washington St.-C/O Dan Kuntzsch.
 - b. Request for a snowmobile route through Village owned property to the BP gas station located at 109 N. Main St. – c/o Matthew Haugen.
5. Director of Public Works Update (Verbal)
6. Adjournment

Todd Willis

Administrator/Treasurer

Notice Posted: November 23, 2022 at 2 pm

ANY PERSON WHO HAS A QUALIFYING DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITY ACT THAT REQUIRES THE MEETING OR MATERIALS TO BE IN AN ACCESSIBLE LOCATION OR FORMAT, MAY CONTACT THE VILLAGE CLERK AT (608) 764-5404 OR 4 N. MAIN ST, FOR ACCOMMODATIONS. REQUESTS FOR ACCOMMODATIONS FOR MEETINGS SHOULD BE MADE AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATIONS FOR ALL MEETINGS.

Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: *Public Works Committee*

Date and Time: ***Monday, October 24, 2022 at 6:00 pm***

Location: ***Deerfield Fire Station, 305 N. Industrial Park Rd., Deerfield, WI***

Members Present: ***Greg Frutiger, Scott Tebon***

Members Excused: ***Michael Gullickson***

Others Present: ***Todd Willis – Village Administrator/Treasurer, John Doyle – Director of Public Works***

1. Roll Call

Member Frutiger noted a quorum present and called the Public Works Committee to order at 6:15 pm.

2. Announcements

- a. The Next Regularly Scheduled meeting will be held on November 24, 2022

3. Minutes of the September 12, 2022 Meeting

Motion by Member Frutiger, second by Member Tebon to approve the minutes of the September 12, 2022 Public Works Committee. Motion carried 2 – 0.

4. New Business

5. Unfinished Business

- a. Recommendation on updates to permits and fees related to unmetered water usage at residential construction sites.

Mr. Willis discussed the proposed change in billing for unmetered residential construction water usage. With the way that the Public Service Commission has the Village's Rate File, the Village is allowed to charge for these services in advance. By doing the charge in advance, it will save staff time with some of the issues related to entering property water usage into the tracking software.

Motio0n by Member Tebon, seconded by Member Frutiger to update the permit and fees related to unmetered water usage at residential construction sites. Motion carried 2 – 0 unanimously.

- b. Recommendation on sidewalk art for a Deerfield High School senior project.

Mr. Willis discussed the proposed senior high school project from Stephanie Siewert. The project consisted of painting encouraging messages on sidewalk squares within the Village. Mr. Willis stated that he had discussed the project with Director of Public Works John Doyle previously and that some conditions to the project were discussed. Mr. Doyle requested that the paint used on the sidewalk squares would need to be water based, the Village would not want anything that is oil based or that could be permanent. Ms. Siewert as part of her application provided Village staff with a map of the artwork locations being proposed and draft images of the artwork proposed. Member Tebon asked

if Mr. Doyle had any other concerns with the paint on the sidewalk? Mr. Doyle stated that he had no concerns with the paint on the sidewalk since it was going to be water based and would eventually fade and or disappear within a couple of rain or snow cycles. Member Tebon asked Ms. Siewert when she planned on starting the project? Ms. Siewert explained that she would begin the project in spring.

Motion by Member Tebon, second by Member Frutiger to approve the Deerfield High School senior project for sidewalk art as proposed in the Village. Motion carried unanimously 2 – 0 unanimously.

- c. Discussion on failing retaining wall for repair, replacement, or removal of the retaining wall in DOT ROW on the west side of 73, and north of North St.

Mr. Willis discussed a conversation he had with the Wisconsin Department of Transportation (WISDOT) regarding a failing retaining wall on the north end of the Village. In his conversations, WISDOT had accepted that the retaining wall was their responsibility, and that in the next couple of weeks someone would come to inspect it. WISDOT mentioned that they would review the current design and determine if the retaining wall was going to be replaced consistent with its current design or if it would be removed all together. Mr. Willis stated that both Director Doyle and him thought the appropriate action would be for removal of the retaining wall and graded back to eliminate any concerns in the future. Mr. Doyle stated he would like to see an attempt to save the Hickory tree located behind the retaining wall, but there may be a cost to the Village for that. Mr. Willis stated that the topic would be revisited with WISDOT in the spring as they determine a project schedule.

- d. Discussion on Steel Potable Water Reservoir Inspection Report completed September 22, 2022.

Mr. Willis went over a report that was provided from an inspection of the Village's potable water reservoir. No major issues were discovered in the inspection, but there were some items that the Village will want to monitor over the next couple of years. Mr. Doyle mentioned that these inspections are required every couple of years, and that Village staff will monitor the items discussed in the report.

- e. Discussion on new WDNR water testing requirements in 2023.

Mr. Doyle discussed some new water testing requirements for the wells located in the Village per the Department of Natural Resources (WDNR). The testing requirement is looking to locate any wells that have what the WDNR calls "forever chemicals" in the water system so that they can be treated. Mr. Doyle stated that based on the type of manufacturing that uses the "forever chemicals", the Village should have no issues at its 3 wells, there is not a significant cost to the testing, and the Village will comply with the WDNR required testing.

6. Adjournment

Motion by Member Tebon, second by Member Frutiger to adjourn the meeting at 6:41 pm. Motion carried unanimously 2 - 0.

Respectfully Submitted:
Todd Willis
Administrator/Treasurer



STAFF REPORT:

To: PUBLIC WORKS COMMITTEE
From: TODD WILLIS, VILLAGE ADMINISTRATOR
Date: NOVEMBER 28, 2022
Topic: 4A – REQUEST FOR PLACEMENT OF A MAILBOX IN THE VILLAGE RIGHT-OF-WAY FOR 112 N. WASHINGTON ST. – C/O DAN KUNTZSCH. ***REQUIRES VILLAGE BOARD ACTION***

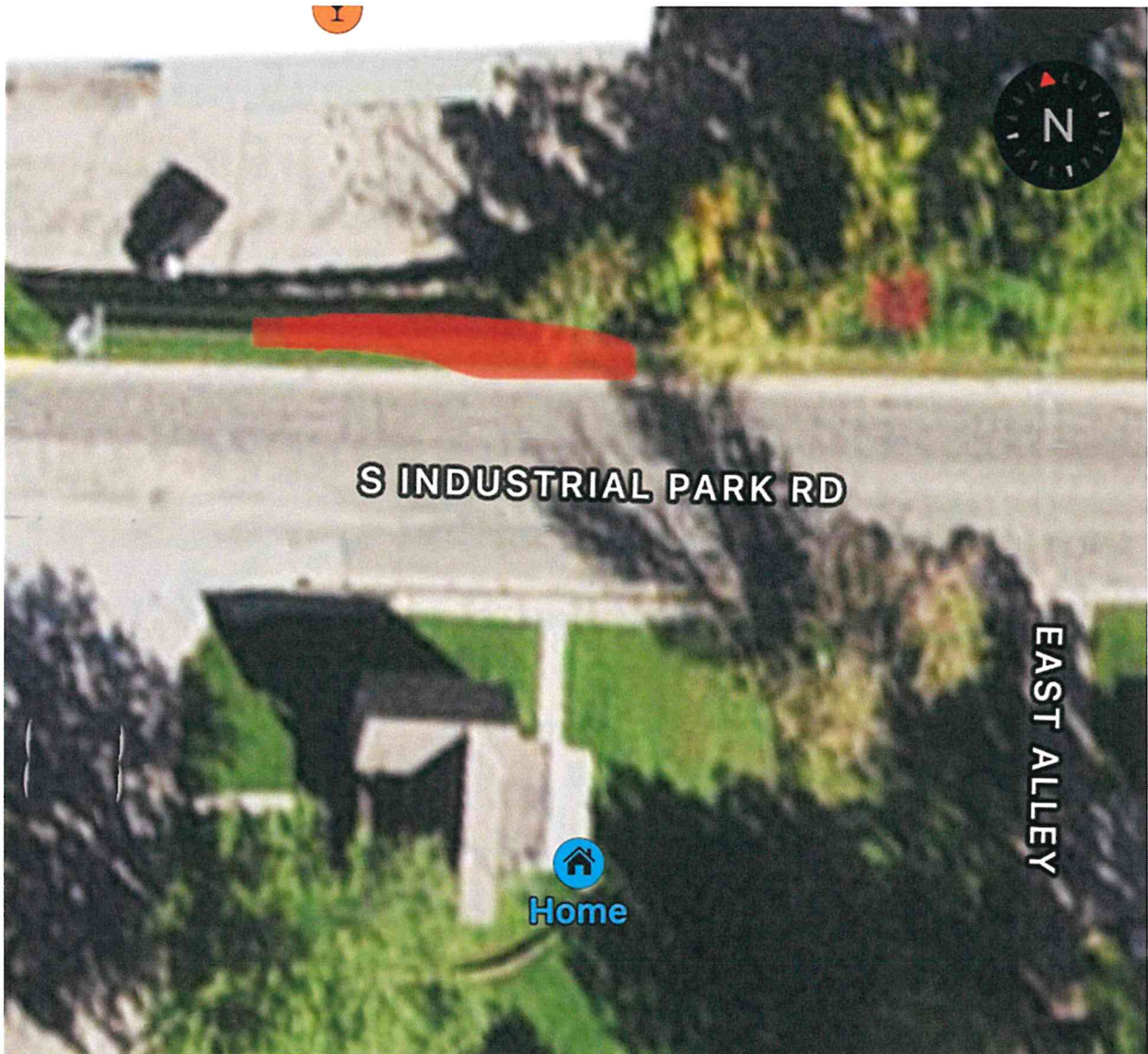
1. Currently the house located at 112 N. Washington St does not have a mailbox and requires the use of a PO Box located at the Village Post Office. The current property owners have lived in the house for 2 years, and the PO Box rather than a personal mailbox has created some challenges. The owners have discussed with Village staff and the Village Postmaster what would be required for the installation of a mailbox in the Village's right-of-way.
2. The proposed placement of the mailbox is on the north side of S. Industrial Rd., which is adjacent to the property shown in **Attachment 1**. The Village Postmaster in the attached letter dated September 19, 2022 explains that a delivery route currently exists that could accommodate the new mailbox. With the placement of a mailbox on the north side of S. Industrial Rd., the USPS would conditionally approve the mailbox placement as long as these conditions were met:
 1. Approval from the Village
 2. Use of a postal approved T-4 style mailbox with an installation between 41" – 45" from the street surface to the bottom of the mailbox.
 3. Face of the mailbox lid should be level with where the grass meets the curb.
3. In conversations with the Director of Public Works, currently the DPW utilizes the north side of S. Industrial Rd. for excess snow removal. The reasoning is a courtesy to the residents on the south side because of the sidewalk in the right-of-way that can be seen in **Attachment 1**. The Director of Public Works added that the north side of S. Industrial Rd. terrace typically handles more snow than other areas because of the way it is plowed.
4. Village staff has no issues with the placement of the proposed mailbox located in the Village right-of-way along the north side of S. Industrial Road so long as:

1. Conditions of the USPS are adhered to.
2. The mailbox will have continued snow removal after snow events to allow for the mail to be delivered.

Recommendation: Village staff recommends approval of the request for placement of a mailbox in the Village right-of-way for 112 N. Washington St. with the following conditions:

- 1) Use of a postal approved T-4 style mailbox
- 2) Installation is between 41" – 45" from the street surface to the bottom of the mailbox ;
- 3) Face of the mailbox lid should be level with where the grass meets the curb;
- 4) The mailbox will have continued snow removal after snow events to allow for the mail to be delivered.

ATTACHMENT 1



Dear Village of Deerfield,

My name is Dan Kuntzsch. My wife and I live at 112 N Washington Street, Deerfield. This is right at the corner of Washington and S Industrial drive. We have lived here for 2 years and having a required PO Box at the post office has been a big pain. We are writing to you to ask for permission to put a mailing box on the opposite side of industrial.

Having a PO Box really became an issue as we were planning our wedding because we were ordering supplies and stuff was getting sent back. I was able to talk with the post master in cottage grove about this issue. While on the phone I asked what it would take to get a mail box since they deliver to the industrial park. He has give me permission to add a mail box. I have included the letter along with the dimensions diagram required for the mailbox.

I have came to you guys for permission of the mailbox because it would be going on village property. I am willing to work whoever I need for exact placement. I don't want it to be a hassle for anyone. I know it shouldn't be directly across the road from Washington st for ease of plowing. Also if this gets approve more than likely my neighbors will follow with request so I would be happy to construct a mailbox holder to hold multiple boxes so that there was 2 post instead of 1 post per mailbox.

I am happy to attend the meeting if needed. Please contact me by phone (608) 206-9084 (my cell) or at djkcabin@gmail.com by email.

Thank you, look forward to hearing for you,

Dan Kuntzsch
112 Washington st, Deerfield



9/19/2022

Dan Kuntzsch
112 N. Washington St
Deerfield WI 53531

Dear Dan,

There are a few streets in Deerfield, where the Postal Service does not travel down to deliver mail. Customers who reside on these streets are provided a free P.O. Box at the local Post Office.

You had recently contacted the Cottage Grove Post Office about possibly placing a mailbox on a street near your house, that is traveled on by the Postal Service.

We have a route, which the carrier heads East on S Industrial Park Rd. As far as the Post Office is concerned, you are approved to place a mailbox on the Northside of S Industrial Park Rd.

Please use a postal approved T-4 Style mailbox and the installation should be between 41"- 45" from the street surface to the bottom of the mailbox. The face of the mailbox lid should be level with where the grass meets the curb.

I have attached the mailbox information and installation instructions in this email.

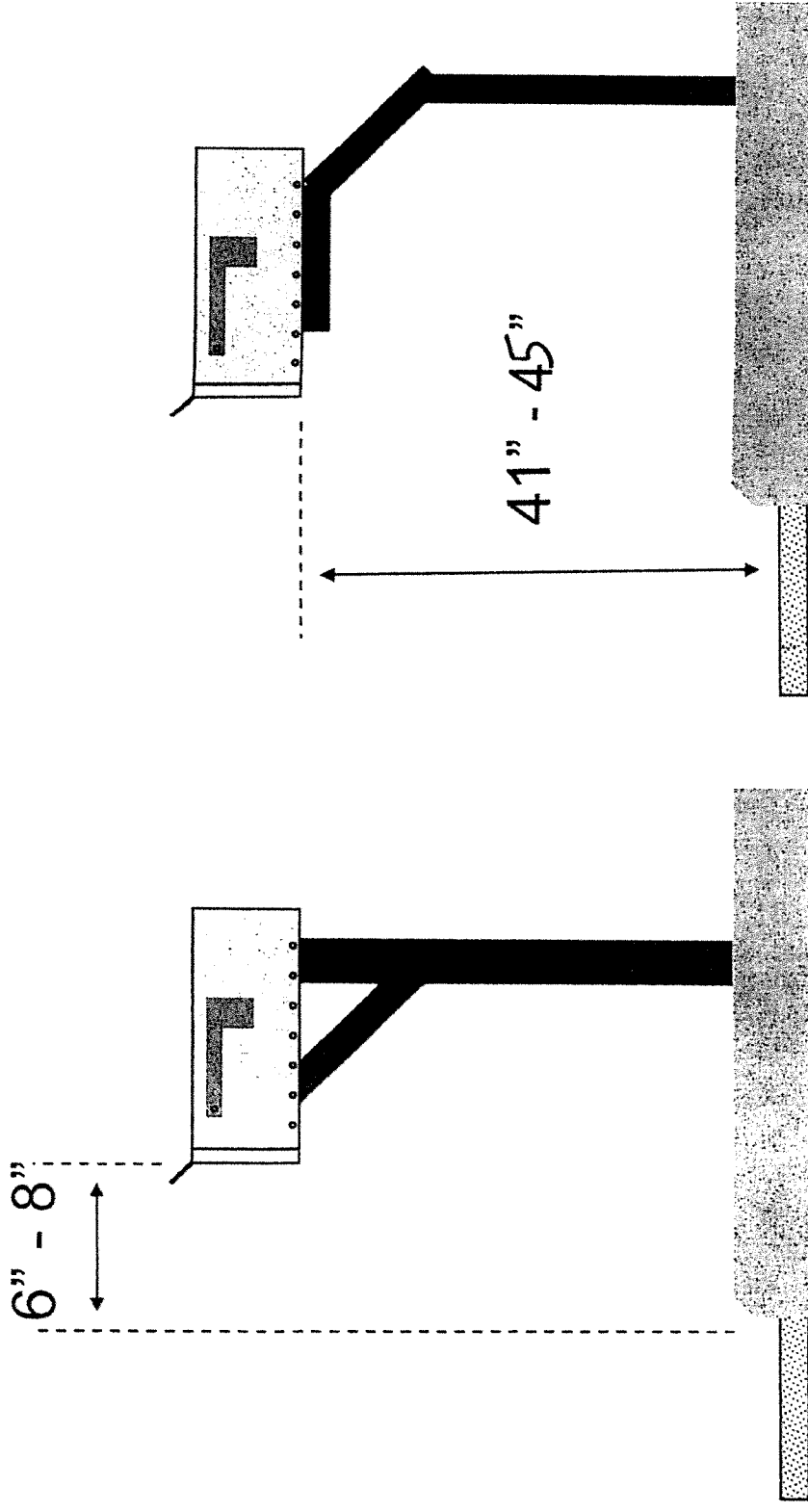
Once the mailbox is installed or if you have any questions, please notify the Cottage Grove Post Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Loniello".

Steve Loniello
Postmaster
Cottage Grove WI 53527
(608) 839-3931

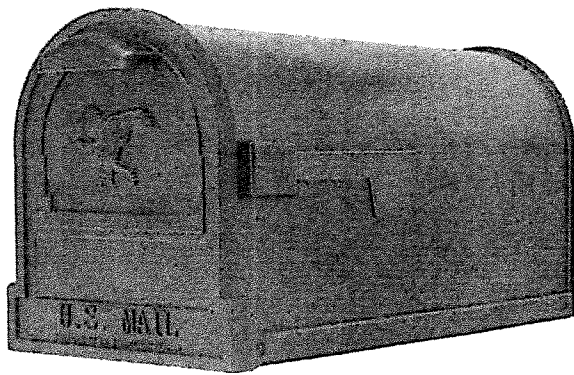
Mailbox Location (POM 632)



Mailboxes are set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door.

Generally, mailboxes are installed at a height of 41 to 45 inches from the road surface to the bottom of the mailbox for

Note** Check with your local municipality/county for mailbox requirements which may differ from above. Customers should contact the postmaster or carrier before erecting or replacing their mailbox.



Here are two samples of a T-4 size box.



STAFF REPORT:

To: PUBLIC WORKS COMMITTEE
From: TODD WILLIS, VILLAGE ADMINISTRATOR
Date: NOVEMBER 28, 2022
Topic: 4B – REQUEST FOR A SNOWMOBILE ROUTE THROUGH VILLAGE OWNED PROPERTY TO THE BP GAS STATION LOCATED AT 109 N. MAIN STREET – C/O MATTHEW HAUGEN.

REQUIRES VILLAGE BOARD ACTION

1. In years past the Village has approved a snowmobile route through the Village to the BP gas station located at 109 N. Main Street. With the construction of the new Village Hall, the previous route needs to be reconfigured. A map with proposed changes to the route can be seen in **Attachment 1**. Alternative 1 (blue route) proposes that the path take the previous path just east of the Fireman's Park pavilion to N. Main St. on the west side of the new Village Hall site. Alternative 2 (yellow route) proposes that the previous path continue to the south end of Fireman's Park and loop around the baseball diamond and continue north to the crossing adjacent to the BP gas station.
2. Both alternatives have been reviewed and are acceptable to Village staff. The only condition that Village staff has, is that travel is restricted along any portion of the Village sidewalk network except for minimal crossing.

Recommendation: Village staff recommends the Public Works Committee review the alternative snowmobile routes to determine the preferred route, and with the approval of the preferred route to be contingent that:

- 1) Travel is restricted along any portion of the Village sidewalk network except for minimal crossing

