



## MINUTES OF AN OFFICIAL MEETING:

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, June 12, 2023 at 6:30 pm**

**Location:**                             **Deerfield Village Hall, 23 West Nelson St., Deerfield, WI 53531**

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

**Members Excused:**                     **None**

**Others Present:**                         **Todd Willis – Village Administrator/Treasurer, Nathan Paoli – Interim Public Works Director/Wastewater Superintendent**

### 1. Roll Call

*The public works Committee meeting was called to order @ 6:01 pm*

### 2. Announcements

- a. The next regularly scheduled meeting is July 10, 2023 at 6 pm

### 3. Approval of the June 12, 2023 Public Works Committee Agenda

**Motion by Member Tebon, second by Member Wieczorek to approve the agenda of the June 12, 2023 Public Works Committee meeting. Motion carried 3 – 0 unanimously.**

### 4. Minutes of the May 8, 2023 Meeting.

**Motion by Member Tebon, second by Member Wieczorek to approve the Minutes of the May 8, 2023 Public Works Committee meeting. Motion carried 3 – 0 unanimously.**

### 5. New Business

- a. Recommendation on Water Department's High Water Bill Procedures.

The Committee reviewed the current Village procedures for water bill creation and calls from residents who experienced high water bills. Mr. Willis explained that when water bill readings are completed, staff would look to determine if a water bill appeared to be high, and then have the Water Department go re-read the water meter to check the accuracy. If a resident called the Water Department about high water usage, staff would go to the residence and attempt to figure out what the cause was. Mr. Willis explained that this was problematic, because nobody on the Village staff was a licensed plumber, putting the Village in a scenario of giving advice beyond its scope. Mr. Willis went over the proposed new Water Bill Creation Policy (Village of Deerfield Policy 2023-01) to

remove the Village from making these assessments throughout the process. He added with this policy, staff would create the water bills as completed only requesting water meter re-reads when water usage was an amount not possible was shown to be used, and if the reading was a negative amount. If the customer questions the reading, the water department will check the water meter to ensure it is working properly. If the meter is working properly and the leak detection gauge is detecting water use, the customer will be advised to contact a plumber. If the water meter is determined to be faulty, staff will work with the resident to credit the account that was miscalculated. Member Wieczorek asked if this was the Village providing an extra level of service, if other communities were doing the same, and if there were instances the staff should enter a private residence? Mr. Willis stated that he felt this was a service that was an extra level of service the Village was providing, and that he was unaware of any other community providing such a service. Mr. Paoli stated that the PSC does allow for staff to enter a private residence for dethawing frozen water pipes, but that the Village is only required to do it once, and if the residence doesn't correct the problem, it is the residence responsibility to correct. Member Wieczorek stated he felt he liked the updated policy because entering the residence takes 2 employees out of the field and pushing back other work that is needed to be completed by staff.

***Motion by Member Tebon, second by Member Frutiger to recommend approval of the updated Water Bill Creation & Procedures Policy (Village of Deerfield Policy #2023-01). Motion carried 3 – 0 unanimously.***

- b. Recommendation on a request for No Parking signs to be covered on the South side of S. Industrial Drive July 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> for the 2023 Deerfield Days Baseball Tournament.

The Committee discussed that this is a yearly request, and that no issues have been presented in the past for the event.

***Motion by Member Tebon, second by Member Frutiger to recommend approval of the request to have the No Parking signs on the South side of S. Industrial Drive to be covered July 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> for the 2023 Deerfield Days Baseball Tournament. Motion carried 3 – 0 unanimously.***

## 6. Public Works Update (Verbal)

- a. HWY 73 Preconstruction Meeting update

Mr. Paoli gave an update on the HWY 73 reconstruction project. He noted that a contractor had started work prior to a Diggers Hotline ticket being completed, and hit some underground electrical conduit. There will be 3 sections of work to be completed that will require the road to be closed with a detour for traffic. This will occur sometime after the 4<sup>th</sup> of July holiday, and the team is working on an acceptable detour route during that time. Member Tebon asked if there was a daily schedule of work that was being provided to the Village. Mr. Paoli stated there is a daily schedule of work to be done at the job trailer, but weekly updates are provided to staff at the weekly construction update meeting. Currently they are a couple days behind schedule. Member Tebon asked where the job trailer was located? Mr. Paoli stated at the former Subway on Liberty St.

- b. Water Main Break at 214 N. Main St.

Mr. Paoli explained that the Village had a water main break at 214 N. Main St. (IME) about 2 weeks ago. The main was located close to the building and questioned whether it should actually be considered a Village water main or a private water lateral. Mr. Willis added that the site had racking for the business located in the easement area for a water main, and that the Village would not be

able to get to the main in the event if it happened after hours because of a locked gate. He added that he has asked staff to identify other areas where this occurs with the Village's water and sewer mains for a future discuss with the Public Works Committee on moving forward.

c. Auxiliary parking lot damage across from MPI

Mr. Paoli stated that he came across some damage to the Village parking lot across from MPI. Currently the Village allows for MPI to use the parking lot for employee overflow parking. In his discussions with MPI there were some trailers and dumpsters parked in the lot that caused the damage. He had a conversation with MPI, and staff is currently working on estimates for the repairs, which will be billed to MPI.

7. Adjournment

***Motion by Member Wieczorek, second by Member Tebon to adjourn the Public Works Committee meeting at 6:37 pm. Motion carried 3-0 unanimously***

Respectfully submitted by:  
Todd Willis  
Administrator/Treasurer