

**Village of Stoddard
Village Board Meeting
February 13th, 2023, 6:00 p.m.**

The Village Board met in regular session. Roll call: Bob Wurtzel, Scott Chiples, Bill Evans and Diane Olson. Tom Venner, Steve Davis and Garry Oliver– excused.

Minutes: Motion Chiples, second Olson to approve minutes from January meeting. All aye. Motion carried.

Appearances: None.

Bills and Vouchers: Motion Evans, second Chiples to approve January payments #20835-20882 in the amount of \$620,842.78 for payment. All aye. Motion carried.

Committee Reports:

Board of Appeals – No meeting.

Board of Review – No meeting.

Budget & Finance – No meeting.

Building/Zoning/Land Planning – February 1st, 2023, 4:00 p.m. Meeting called to order at 4:00 p.m. Roll call: Mark Peterson and Bob Wurtzel and Diane Olson. Clerk Kent Hatlestad and Deputy Clerk Carrie Brudos also present. Minutes: Motion Peterson, second Wurtzel to approve minutes from the last meeting. All aye, motion approved. Appearances: None.

Unfinished Business:

Discussion on permit for Larry Wrobel at 602 Division St. Hatlestad reported that Wrobel had stopped in and asked how the process was going. Hatlestad told Wrobel that the site permit was approved and that he had talked to the village building inspector. Inspector is waiting for the contractor to send final information and the project can proceed when the weather permits.

Discussion on fence permit for Stoddard Elementary School. School would like to enclose the property and keep the children safe. Hatlestad passed out a map of the proposed fence. Motion Olson, second Peterson to approve the fence permit. All aye, motion carried.

Discussion on Oak St. duplex site plan. Hatlestad shared a site plan from Delta Design, LLC that proposes building duplexes on the empty lots on Oak St. Hatlestad shared his thought on the multitude of problems he sees on the site plan. These include:

- putting up a building over two separate lots
- putting a garage in a set-back space
- putting a garage in front of the main building
- not meeting setback requirements on a number of the buildings
- only one driveway allowed per lot
- water and sewer hook-ups
- curb and gutter installation

Hatlestad is not sure this covers all the problems. Hatlestad will send the plan to the village building inspector for his review and thoughts. Hatlestad shared that a resident asked if they could put a parking space along Proksch Coulee Road in the right-of-way. Hatlestad told them no. Motion Olson, second Peterson to adjourn. All aye, motion carried. Adjournment.

Fire – No meeting.

Park – No meeting.

Personnel – No meeting.

Public Works – No meeting.

W&S – January 23rd, 2023, 3:30 p.m., Stoddard Sewer Plant

Meeting called to order at 3:30 p.m. Present - Mark Peterson, Russ Bolton and John Tully. Village Administrator Kent Hatlestad, Village Lead Operator-Mike Young and Operator Rob Hurlburt also present. **Minutes:** Motion Bolton, second Tully to approve minutes from previous meeting. All aye, motion carried.

Appearances: James Makepeace – Makepeace engineering. **Bills and Vouchers:** Sewer - #3613-3637 = \$18,235.88 Water - #3278-3294=\$56,475.06 Motion Bolton, second Tully to approve. All aye, motion carried.

Unfinished Business:

Discussion on WPDES permit. Hatlestad reported that he WI DNR was requiring a Standard Operating Procedure (SOP) regarding ferric dosing for the new WPDES permit. Hatlestad said he would begin work on the procedure form and have Makepeace review it before sending off to the DNR.

Discussion on WI DOT Hwy 162 project. Makepeace passed out copies of the proposed work to be done on the project and estimated construction costs. Sanitary sewer - \$107,450; Water main - \$167,150; Storm sewer - \$50,800; and Street improvements - \$92,506 were included in the cost estimate. Makepeace reported that TAP grants could be available to help offset the cost of sidewalk installation which came in at \$34,500. The WI DOT would like a 30% project plan turned in ASAP.

Makepeace will develop an engineering agreement and bring it to the next meeting. This cost will also be an allowable cost in the grant process.

Discussion on Beacon training. Hatlestad reported that the training will happen in March.

New Business:

Hatlestad reported that a new owner of the empty lots on Oak St. had sent a plan to the village for the construction of duplexes on the property. Review of the plan left out sewer and water extensions. Hatlestad will include that information request when he responds to the designer.

Hatlestad reported that two CD's for the sewer department are coming due. The River Bank is running a special that will pay 4.4% on a 15-month CD, up from the 0.05% rate being earned right now. Hatlestad will renew the CD's at 4.4%.

Motion Bolton, second Tully to adjourn at 4:42. All aye. Motion carried. Adjournment.

February 13th, 2023, 3:30 p.m., Stoddard Sewer Plant

Meeting called to order at 3:30 p.m. Present - Mark Peterson and John Tully. Village Administrator Kent Hatlestad, Village Lead Operator-Mike Young and Operator Rob Hurlburt also present. Russ Bolton-excused. **Minutes:** Motion Peterson, second Tully to approve minutes from previous meeting. All aye, motion carried.

Appearances: None. **Bills and Vouchers:** Sewer - #3638-3644 = \$4,992.08 Water - #3295-3299=\$1,180.20 Motion Tully, second Peterson to approve. All aye, motion carried.

Unfinished Business:

Discussion on WPDES permit. Hatlestad reported Julia Stephenson from the WI DNR would be on site later this week to conduct an inspection. Everything looks ready for her and the Standard Operating Procedure (SOP) regarding ferric dosing for the new WPDES permit that she wanted to see looked good according to her. Discussion on WI DOT Hwy 162 project engineering agreement. Hatlestad passed out copies of the engineering agreement that Makepeace Engineering is proposing. WisDOT intends to reconstruct STH 162 through Stoddard in the coming years. Stoddard has sewer collection and water distribution infrastructure buried in the

affected rights-of-way. All of this infrastructure is very old. DOT will not reconstruct this highway again for decades to come. It is highly recommend the village replace these old pipes and manholes in conjunction with the highway reconstruction. In order to have utility replacement done in conjunction with the DOT construction project, the Village must assemble plans and specifications for the utility work, and provide them to the DOT. DOT will take those plans and specifications and include them in the bid documents for the overall project. DOT will then conduct the bidding of the project. During construction, Stoddard will be responsible for inspection and certification of utility construction by a Professional Engineer. DOT will have their own inspectors which focus on reconstruction of the street. Stoddard is eligible for 40% grant through the Clean Water Fund Program. The CWF has record levels of grant funding available for the next few years and the engineer is confident Stoddard will receive the 40% grant. Stoddard is also eligible for 40% grant through the Safe Drinking Water program. Again, with record levels of funding, the engineer is confident Stoddard will be awarded this grant as well.

DOT Schedule:

30% Complete Now

60% Complete 07/01/2023

90% Complete 2/1/2025

100% Complete 5/1/2025

In order to meet DOT's 60% deadline this summer, the village needs to start design at this time. Construction will occur in the summer of 2026. Motion Peterson, second Tully to send recommendation for approval of engineering agreement to the village board. All aye, motion carried. Scope of the project will be considered in the future. Sidewalks and storm water will be looked at.

New Business:

Hatlestad reported that a new owner of the empty lots on Oak St. had sent a plan to the village for the construction of duplexes on the property. Review of the plan left out sewer and water extensions. Hatlestad will include that information request when he responds to the designer.

Hatlestad reported that a developer may be interested in putting up more duplexes on Center St. Plans will be coming soon.

Hatlestad reported that two CD's for the sewer department at the River Bank were renewed at 4.4% on a 15-month CD.

Young reported that PFAS testing is coming in April, June and November. It is expensive, about \$3,000 total, but if there are no measurable amounts in April and June testing the village may be able to avoid November testing.

Hatlestad reported that the Simplified Rate increase cannot begin until the annual report for 2022 is completed for the WI PSC.

Motion Bolton, second Tully to adjourn at 4:42. All aye. Motion carried. Adjournment.

Unfinished Business:

a) Discussion on website upgrade. Hatlestad reported that in order to meet mandates from the WI Election Commission the village will need to upgrade their website and e-mail accounts to a .gov address. Hatlestad has made an appointment with a web service provider to look into the process. Information will be brought to the next meeting.

b) Discussion on audit. Hatlestad reported that the audit will take place at the end of the month. Not expecting any problems.

New Business:

a) Discussion on engineering agreement. Hatlestad reported that in order to move forward with the planned STH 162 project scheduled for 2026, an engineering agreement needs to be in place. WisDOT intends to reconstruct STH 162 through Stoddard in the coming years. Stoddard has sewer collection and water distribution infrastructure buried in the affected rights-of-way. All of this infrastructure is very old. DOT will not reconstruct this highway again for decades to come. It is highly recommend the village replace these old pipes and manholes in conjunction with the highway reconstruction. In order to have utility replacement done in conjunction with the DOT construction project, the Village must assemble plans and specifications for the utility work, and provide them to the DOT. DOT will take those plans and specifications and include them in the bid documents for the overall project. DOT will then conduct the bidding of the project. During construction, Stoddard will be responsible for inspection and certification of utility construction by a Professional Engineer. DOT will have their own inspectors which focus on reconstruction of the street. Stoddard is eligible for 40% grant through the Clean Water Fund Program. The CWF has record levels of grant funding available for the next few years and the engineer is confident Stoddard will receive the 40% grant. Stoddard is also eligible for 40% grant through the Safe Drinking Water program. Again, with record levels of funding, the engineer is confident Stoddard will be awarded this grant as well.

DOT Schedule:

30% Complete Now

60% Complete 07/01/2023

90% Complete 2/1/2025

100% Complete 5/1/2025

In order to meet DOT's 60% deadline this summer, the village needs to start design at this time. Construction will occur in the summer of 2026. Hatlestad reported that the Utility Commission met on February 13th and recommended that Makepeace Engineering be awarded the engineering agreement for \$88,000 over the life of the project. Motion Chiples, second Evans to approve the engineering agreement. All aye, motion carried.

Communications: None.

License Applications: None.

Public Comment: None.

Motion Olson, second Evans to adjourn. All aye. Motion carried.

Next meeting March 14th.