

**PUBLIC WORKS & UTILITIES COMMITTEE
CITY OF PLYMOUTH, WISCONSIN
Room 210, City Hall, 128 Smith Street
Tuesday March 10, 2020**

MINUTES

1. **Call to order & Roll Call:** The Public Works & Utility Committee held a meeting on Tuesday, March 10, 2020 at 6:00 PM. On call of the roll, the following members were present: Mayor Don Pohlman, Alderpersons Diane Gilson, Jim Sedlacek and Amy Odekirk. Absent: Charles Hansen. Also present were City Administrator/Utilities Manager Brian Yerges and DPW Director Cathy Austin.
2. **Approval of February 11, 2020 Meeting Minutes:** Motion made by Gilson/Odekirk to approve as stated. Motion carries.
3. **Discussion and possible recommendation regarding resolution in support of the name change for the senior center:** City Administrator/Utilities Manager Brian Yerges said that he was approached by Jane Brill, Executive Director of the PACC to see if the city would have any concerns with eliminating the name Plymouth Adult Community Center. Currently, the Plymouth Intergenerational Coalition or PIC runs the Plymouth Adult Community Center (PACC) in the building called Generations. Administrator Yerges said that he did not see any issues about the rebranding of the name. Administrator Yerges provided a draft resolution in support of rebranding The Plymouth Adult Community Center. The resolution supports the name change to Generations. Motion was made by Odekirk/Gilson to make a recommendation of Resolution No. 6 to the council for approval. A unanimous aye-vote was cast by the committee. Motion carries.
4. **Discussion and recommendation regarding amendment to snow removal policy:** DPW Director Cathy Austin mentioned to committee that the following be adding to the policy: The City shall not push, dump or deposit snow into the Mullet River, Mill Pond or other bodies of water. Motion was made by Odekirk/Pohlman to recommend the policy to the council for approval. A unanimous aye-vote was cast by the committee. Motion carries.
5. **Discussion and possible recommendation regarding professional services for landfill compliance requirements:** DPW Director Cathy Austin gave a brief history of the incinerator. The City of Plymouth, Village of Elkhart Lake, City of Kiel and the Village of Glenbeulah owned and operated the incinerator site from 1968-1988. Costs associated with the incinerator are divided out by a percentage amongst the communities. City of Plymouth is 58%, Village of Elkhart Lake is 7%, Village of Glenbeulah is 5% and the City of Kiel is 30%. The incinerator site gets tested four times a year by Cardinal Environmental. The results have indicated high levels at two of the sampling wells for iron and for chloride. Director Austin told the committee that based off of city records, these levels have existed prior to 2005. The DNR is requiring that the cause of these elevated measurements be assessed and that the findings be reported back to them. Director Austin received two proposals for the assessment work. Director Austin's recommendation along with Glenbeulah, Elkhart Lake and Kiel is to go with Sand Creek consultants for the assessment work. The total cost would be \$2,750. The City of Plymouth's portion would be \$1,595. Motion was made by Pohlman/Gilson to accept Sand Creek Consultants proposal for the work and recommend it to council for approve. A unanimous aye-vote by the committee was cast. Motion carries.

- 6. Discussion and possible recommendation regarding NLC Service Line Warranty Program:** City Administrator/Utilities Manager Brian Yerges said that DPW Director Austin was contacted by Dennis Lyon with Utility Service Partners to see if there is an interest in participating in the National League of Cities service line warranty program. The program offers three options to homeowners. Exterior sewer coverage, exterior water coverage and in-home plumbing coverage. Home owners have the option to sign up for all three options or just one. There is a 30 day waiting period to join. There are no deductibles or lifetime maximum benefits. The monthly rate for water coverage \$5.25. The monthly rate for sewer coverage \$7.25. The monthly rate for in-home plumbing coverage is \$9.49. There is no direct cost for the city. City Administrator/Utilities Manager Yerges mentioned he was going to see if Dennis Lyon could attend the March 31st council meeting to talk to the council. Motion was made by Odekirk/Gilson to recommend the NLC Service Line Warranty Program to the council for approval. A unanimous aye vote was cast by the committee. Motion carries.
- 7. Discussion and possible recommendation regarding small wireless facilities regulations and aesthetic standards:** City Administrator/Utilities Manager Yerges discussed the regulations and standards with the committee. Preferred locations for the installations include: Industrial areas, Commercial areas and Co-Location on existing Utility Poles. Height restrictions include that they must be a minimum of 10 feet above any pedestrian or bicycle thoroughfare and a minimum of 15 feet above any traffic lane. New wireless telecommunications must be constructed with materials and colors that match or blend with the surrounding. Administrator Yerges explained that there is an application fee for a single up-front application for up to five small wireless facilities, which total \$500.00 with an additional \$100.00 for each wireless facility beyond five. Administrator Yerges provided the committee with a draft ordinance regarding the wireless telecommunications facilities in the right-of-way. The ordinance would update the Public Utilities Title of the Municipal Code to reflect the impact of the new Federal Communication Commission (FCC) 2018 Small Cell Order and to regulate the siting of the wireless facilities in local right-of-ways. Administrator Yerges explained the strong need of having standards and a city ordinance. It should be noted that the Public Works & Utilities Committee has reviewed the draft ordinance and further discussion will continue at a future meeting.
- 8. Discussion regarding EPA Risk and Resilience Assessments and Emergency Response Plans for Water Utility:** City Administrator/Utilities Manager Yerges discussed the emergency response plan. Administrator Yerges said that the utility must develop an emergency response plan and certify the completion to the U.S. EPA no later than six months after the risk and resilience assessment certification. The utility must review the assessment and submit a recertification to the EPA every five years. The risk and resilience assessment includes looking at what the risks are in the following areas: Pipes, source water, water collection and security, use of storage and handling of chemicals and monitoring practices. The emergency plan will offer plans, procedures and equipment for responding to a natural hazard or a malevolent act. It will also include strategies to detect malevolent acts or natural hazards. The risk assessment date of completion will be June 30, 2021 and the Emergency Response Plan needs to be certified no later than six months after completion of the risk assessment. Further discussion to happen at a later date.

9. **Update and discussion on storage yard project:** City Administrator/Utilities Manager Yerges mentioned that this was previously discussed with the Finance & Personnel Committee on February 25th and they made a recommendation to bring the discussion to the Public Works & Utilities committee. Administrator Yerges said that the 2020 capital improvement budget included a storage yard project for the Plymouth Utilities. Currently, the area of the storage yard is wide open and could be a target of theft or tampering. The project includes a proposal for a 75x200x20 cold storage metal building. The estimated cost for the metal building without concrete is \$280,000. Administrator Yerges said that the completion date would be around August/September. Questions were asked by the committee on placement of the structure. Administrator Yerges also mentioned that currently the existing outdoor area does not meet zoning code requirements. The consensus of the committee was to move the project forward. Further discussion to be had at a later date.

Adjournment: Motion made by Odekirk/Gilson to adjourn. Motion carries. The meeting adjourned at 7:13 PM.

Respectfully submitted by Sabrina Dittman, Clerk