

**Public Works & Utilities Committee- OFFICIAL**  
**Village of Waterford**  
**January 20, 2014 – 4:00 p.m.**

Present: Members Goldammer, Houston, Chairperson Koeller, and Scheele

Also Present: Jeff Dolezal, Rebecca Ewald, Marcy Hasenstab, Lori Peternell, Mike Mitchell, Alek Shipley and Doug Snyder.

Excused: Member Czuta

Chairperson Koeller called the meeting to order at 4:00 p.m.

Mr. Mitchell was present to voice his concerns with the current snow removal process in the Fox Glenn subdivision. Some of the property owners are not removing snow from their sidewalks within the required 24 hour timeframe in accordance to the village ordinance. He said that he has been addressing this issue with the Village for 7 yrs and the property owners are not being held accountable. The Committee thanked Mr. Mitchell for his time and assured him that the current procedures will be discussed and evaluated and any necessary changes will be made. Mr. Mitchell excused himself.

Motion made by Scheele, seconded by Houston to approve the December 16, 2013 minutes. Motion passed 4-0.

Motion made by Scheele, seconded by Goldammer to move items #6 and 9 up on the agenda. Motion passed 4-0.

Act 25 Customer Privacy Law involving customer name's on postcard billings was discussed. Staff proposed changing from postcard billing to 8½ x 11 sheets of paper that are folded and secured within an envelope to resolve any concerns about the Village being in compliance with state statute. Staff did some price comparisons and provided figures to the Committee. After discussion and reviewing the information, the Committee recommended outsourcing the utility billing to Freedom Mailing using the new format to protect the customer's privacy. Motion made by Houston, seconded by Scheele to recommend outsourcing the billing process to Freedom Mailing.

Discussion was held regarding Direct Sellers Permits. Attorney Marcy Hasenstab explained the topic of enacting further regulations on direct sellers and/or the use of the public right-of-way. There are many different ways to proceed. Houston stated he thought the ordinance should require the seller to post a bond or provide insurance. This would help to ensure that only credible sellers apply. Also, there should be a parking limitation and noise constraints should apply. Attorney Hasenstab's initial suggestions are that the current ordinance be amended so that all Direct Sellers must provide insurance or post a bond; that parking limitations and restrictions for peddlers' activities be enacted; and that direct sellers be banned from parks except during special events. The Committee was in agreement. Marcy said she will put something together to present at the February meeting.

Motion made by Scheele, seconded by Goldammer to move item #7 up on the agenda. Motion passed 4-0.

Discussion was held regarding the current ordinance 191-5 for snow and ice removal in the Village. The ordinance requires that snow be removed from sidewalks within 24 hours of the snow event and if not removed, the Village shall cause the snow to be removed and may cite the property owner. Director Dolezal explained to the Committee how time consuming the current ordinance is to implement. It has been the Village's past practice to warn property owners when they fail to remove snow. In addition, the current ordinance states that no person shall cause to be deposited snow from his premises or the sidewalk abutting onto any street in the Village without a permit from the Department of Public Works, which may require to be paid a fee sufficient to reimburse the Village for the cost of removal of such snow. It was the recommendation of the Committee the following

procedures be put into place. On a complaint basis only, Village Police will go to the property, take a picture of the violation, issue the property owner a citation and inform Village staff. Staff will then contract with a 3<sup>rd</sup> party for the immediate removal of the snow and will invoice the violator the actual cost of the snow removal plus an administrator fee of \$50.00. If the invoice goes unpaid as of October 15<sup>th</sup> of that year, there will be an additional 10% charge of the invoice amount added. In addition, the Committee recommended removing the sentence that requires obtaining a permit from the Department of Public Works.

Motion made by Houston, seconded by Scheele to direct the Village Attorney to remove the following verbiage from ordinance 191-5. *"without a permit from the Department of Public Works, which may require to be paid a fee sufficient to reimburse the Village for the cost of removal of such snow."* Motion passed 4-0.

Discussion was held regarding the fee schedule. As part of the review of Ordinance 191 it was determined that the costs associated with fees for right-of-way permits and snow removal is not incorporated in the Village of Waterford fee schedule. Resolution 749 adds the costs to the fee schedule.

Motion made by Houston, seconded by Goldammer to recommend the approval of Resolution 749. Motion passed 4-0.

An update was given on the Whitford Park Seawall Replacement project. It was the motion of the Village Board at the 1/13 meeting to authorize the Administrator to obtain a change order to increase the rock size for the project. Director Dolezal informed the Committee on behalf of Doug Snyder, that Native Construction Landscaping is requesting an extension of the substantial completion date from 1/31 to 2/15 due to the inclement weather. Motion made by Goldammer, seconded by Houston to recommend the extension of the substantial completion date to 2/15. Motion passed 4-0.

Chairperson Koeller read the update on the Wayfinding Signage Taskforce. The Taskforce is working on the timeline that a final report will be presented to the Plan Commission for recommendation to the Village Board in April 2014. Koeller also read the update on the establishment of a Historic Mitigation Taskforce.

Information was given regarding the invitation to a stakeholder meeting. All members of the Public Works & Utility Committee are invited.

Information was given regarding a grant reward. The American Transmission Company awarded \$1,250 to the Village to cover the expense of purchasing and installing four trees within Village Hall and Whitford Park.

Director Dolezal gave his report. They have been plowing constantly and are already hitting the 2014 salt budget very hard. Well #1 has developed a vibration and it must be monitored. They located and fixed a substantial water leak on 1<sup>st</sup> street. The new DPW person starts on 1/27<sup>th</sup>.

The Committee reviewed the correspondence on the letter from Potpourri Garden Club and the thank you letter in response; Plan Commission minutes for 12/18/13; Market Disclosure Annual Report for 2012; Memorandum from R.A.Smith regarding Dec 2013 Monthly Progress Report; and the Fire and Rescue Recognition Invitation.

Chairperson Koeller announced the resignation of Frank Czuta from Public Works & Utilities Committee.

Motion made by Scheele, seconded by Goldammer to adjourn the meeting. Motion passed 4-0.

Meeting adjourned at 5:45PM.

Respectfully submitted,  
Stephanie Charapata, Deputy Treasurer/DPW Utility Clerk