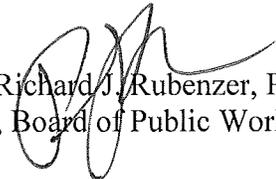


**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, AUGUST 21, 2017 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, August 21, 2017 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson Paul Olson. Absent was Darrin Senn. Also attending was City Planner Jayson Smith.

1. **Motion** by Bauer, seconded by Olson to approve the minutes of the July 24, 2017 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
  
2. The Board considered the attached minutes of the July 13 2017 Groundwater Technical Review Committee.  
**Motion** by Hoffman, seconded by Olson to approve the minutes of the July 13, 2017 Groundwater Technical Review Committee. **All present voting aye. MOTION CARRIED.**
  
3. The Board considered the attached minutes of the August 17, 2017 Groundwater Technical Review Committee.  
**Motion** by Rubenzer, seconded by Hoffman to approve the minutes of the August 17, 2017 Groundwater Technical Review Committee and recommend the Common Council amend Municipal Code Chapter 29.12 by adding the attached 29.12(2)(f). **All present voting aye. MOTION CARRIED.**
  
4. **Motion** by Olson, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:45P.M.

  
Richard J. Rubenzer, PE  
Secretary, Board of Public Works

**NOTICE OF PUBLIC MEETING**

CITY OF CHIPPEWA FALLS, WISCONSIN

IN ACCORDANCE with the provisions of Chapter 19, Subchapter IV of the Statutes of the State of Wisconsin, notice is hereby given that a public meeting of the:

**Board of Public Works: XXX**

**Reasonable accommodations for participation by individuals with disabilities will be made upon request. Please call 715-726-2736.**

Will be held on **Monday, August 7, 2017 at 5:30 P.M. in the City Hall Council Chambers,** Chippewa Falls, Wisconsin. Items of business to be discussed or acted upon at this meeting are shown on the attached Agenda or listed below:

**NOTE: If you are a board member and unable to attend this meeting, please contact the Engineering Dept at 726-2736.**

**NOTE:**

**THE BOARD OF PUBLIC WORKS MEETING**

**FOR**

**MONDAY, AUGUST 7, 2017**

**IS**

**CANCELLED**

**DUE TO A LACK OF AGENDA ITEMS.**

**NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.**

Please note that attachments to this agenda may not be final and are subject to change.  
This agenda may be amended as it is reviewed.

**CERTIFICATION**

I hereby certify that a copy of this Notice was placed in the Chippewa Herald mailbox, 1<sup>st</sup> floor, City Hall and posted on the City Hall Bulletin Board on Tuesday, August 1, 2017 at 11:00 AM by Mary Bowe.

**CITY OF CHIPPEWA FALLS  
BOARD OF PUBLIC WORKS  
MEETING MINUTES  
MONDAY, JULY 24, 2017 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, July 24, 2017 at 5:30 PM. Present were Mayor Greg Hoffman, Finance Manager Lynne Bauer, Alderperson Paul Olson and Darrin Senn. Absent was Director of Public Works Rick Rubenzer. Also present at the meeting were Ian Kopp of Citizen's State Bank and Chris Elstran of Chippewa County.

1. **Motion** by Olson, seconded by Hoffman to approve the minutes of the July 10, 2017 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**
2. Ian Kopp of Citizen's State Bank appeared to request a non-exclusive easement for ingress and egress over and across Outlot #1 of Certified Survey Map #1813 in Government Lot #2 of Section #33, T29N, R8W, City of Chippewa Falls, Chippewa County, Wisconsin. This parcel is owned by the City of Chippewa Falls and shown as Lot #1 on the attached map. At the July 10<sup>th</sup> meeting, it was explained that access to the existing laundry building on Lot #3 of the attached map normally is along 156<sup>th</sup> Street but that 156<sup>th</sup> Street is actually a private street and access across Lot #2, (shown on the attached map and owned by Dennis Heyde), would also be necessary in order to get to Lot #1. At that time, the Board was concerned about granting an easement across a City parcel which would allow access to a township lot, (Lot #3), without annexation. Mr. Kopp indicated they are willing to annex their parcel in to the City of Chippewa Falls and stated they are attempting to acquire a city parcel to the South of their parcel that is currently owned by Dennis Heyde. Discussion included whether the City should allow annexation of the Citizen's State Bank property as it would create an island for the parcel to the east owned by Joe Kelly and located in the Town of Eagle Point. Although absent, the recommendation of City Engineer/Public Works Director/Utility Manager Rick Rubenzer was to not grant the easement without securing the annexation of the Citizen's State Bank parcel as well as the Kelly parcel. Mayor Hoffman stated there are other islands in the City and didn't think it would be an issue.

**Motion by Senn** to grant an easement to Citizen's State Bank along Lakeland Drive contingent on annexation of the property to the City and granting a permanent easement to the Kelly property by Citizen's State Bank. **This motion died for lack of a second.**

**Motion by Hoffman** to grant the easement contingent on annexation of the Citizen's State Bank property to the City. **This motion died for lack of a second.**

**Motion by Olson/Hoffman** to grant an easement to Citizen's State Bank contingent upon annexation of their property to the City. **All present voting aye except Bauer who voted nay. MOTION CARRIED.**

3. Chris Elstran from Chippewa County asked the Board to consider their request to replace concrete driveways on Grand Avenue and Central Street with hotmix. He indicated the concrete is failing due to heavy truck traffic and would prefer to replace with hotmix.

Please note, these are draft minutes and may be amended until approved by the Common Council.

**Motion by Olson/Hoffman** to allow Chippewa County to replace the driveway entrance on Central Street with asphalt but require them to replace the driveway entrances on Grand Avenue with concrete. **All present voting aye. MOTION CARRIED.**

4. **Motion** by Olson, seconded by Senn to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:00 P.M.

Lynne Bauer  
Board of Public Works

**City of Chippewa Falls**  
**MINUTES OF THE GROUNDWATER TECHNICAL REVIEW COMMITTEE**  
**Thursday, July 13, 2017, 9:30 AM**  
**Council Chambers, Chippewa Falls City Hall**

The Groundwater Technical Review Committee met in the Council Chambers of City Hall on July 13, 2017 at 9:30 AM. Present: Rick Rubenzer, Paul Lasiewicz, Matt Boos, Jayson Smith (voting members); Lori Rosemore (advisory member). Also attending: Sheryl Claflin, Brian Seubert, and Joe Clendenen.

1. Motion by Lasiewicz, seconded by Rubenzer to approve the minutes of the February 24, 2017 Groundwater Technical Review Committee. **All present voting aye. Motion carried.**

2. Jayson Smith stated that the Committee had requested that the Operation Plan for Ryan Companies be updated to strengthen the regulated materials spill handling procedures. Jayson noted that the attached plan update included the enhanced procedures. The Committee reviewed the spill handling procedures and requested that they include notifying the City's Director of Public Works and the Water Supervisor in the event of a spill that exceeds five gallons. Jayson also noted that an Environmental Risk Assessment was required and that Ryan Companies has requested that they be allowed to submit that after the facility is operational as that is when they will have a better understanding of the complete inventory of regulated substances. Lasiewicz suggested the Committee establish a time frame for submission. The Committee agreed to delaying submission to 60 days following the facility being operational.

Motion by Smith, seconded by Rubenzer to recommend to the Board of Public Works that the updated spill handling procedures in the provisional use permit application be approved contingent on including notification of the Director of Public Works and the Water Supervisor in the event of a spill exceeding five gallons and receipt, review, and approval by the Groundwater Technical Review Committee of an environmental risk assessment report as provided for in Chapter 29.12 3. (c), within 60 days following the distribution center beginning operations. **All present voting aye. Motion carried.**

3. The Committee reviewed the Huffcutt Concrete provisional use permit application. Joe Clendenen and Brian Seubert described the new manufacturing plant operations and reviewed for the Committee the operations plans of the plant including both exterior and interior operations. The focus of the review was on the delivery and storage/containment of regulated materials. Clendenen explained how products would be delivered and stored and the spill prevention and containment procedures. Following the review, the Committee directed the following changes be included in the Operations Plan and/or plant design:

- Fuel Tank: Provide information on how often fuel is delivered. Also, submit a design for the concrete slab for secondary containment in the event of spills during delivery or fueling of forklifts. Also refer to Dan Masterpoles' comments regarding the fuel tank.
- Operational Plan: Delivery page 1, bullet 2 – add specific wording to acknowledge that local regulations are recognized including the Chippewa Falls Wellhead Protection Ordinance. Page 2 under secondary containment change to daily inspection. Page 3 Spill Response Plan – expand and better define “immediately review”.

- At the loading dock point of delivery of regulated substances, enhance plan for potential spills, or more specifically, to prevent spills (i.e. locking mechanism between the truck and loading dock).
- Environmental Risk Assessment: focus is on operational procedures and all transfer points of regulated substances. Also, include inspection of containment tank daily.
- Truck delivery of materials to the silos via hose connections. Address additional hardscaping design for spill prevention and containment.
- Waste materials disposal (cakes). Explain disposition of the waste materials.

The Committee will meet again during the first week of August to review the updated wellhead plans. No action taken.

4. Motion by Lasiewicz, seconded by Boos to adjourn. The meeting adjourned at 10:45 AM.

Submitted by:  
Jayson Smith, Committee Chairperson

**City of Chippewa Falls**  
**MINUTES OF THE GROUNDWATER TECHNICAL REVIEW COMMITTEE**  
**Thursday, August 17, 2017, 9:30 AM**  
**Council Chambers, Chippewa Falls City Hall**

The Groundwater Technical Review Committee met in the Council Chambers of City Hall on August 17, 2017 at 9:30 AM. Present: Rick Rubenzer, Paul Lasiewicz, Matt Boos, Jayson Smith (voting members); Lori Rosemore (advisory member). Also attending: Joe Clendenen.

1. Motion by Lasiewicz, seconded by Rubenzer to approve the minutes of the July 13, 2017 Groundwater Technical Review Committee. **All present voting aye. Motion carried.**

2. The Committee reviewed the Huffcutt Concrete provisional use permit application. Joe Clendenen described the revised manufacturing plant operations and reviewed for the Committee the requested updates and clarifications per the July 13, 2017 committee meeting. The focus of the review was on the delivery and storage/containment of regulated materials, the containment operations for the exterior fuel tank, and the waste cake storage and disposition. Clendenen explained how products would be delivered and stored and the spill prevention and containment procedures for the fuel tank and the delivery of regulated substances at the building. The fuel tank will have spill containment containers that will be used during delivery of fuel and also when fuel is being dispensed to fork lifts. The tank will also be on a concrete pad. The Committee requested that the spill prevention for the tank also include a movable spill containment barrier that can immediately contain any spill prior to using absorbent. The committee also requested information on how the waste cakes would be stored prior to removal. Clendenen explained that waste cakes are generated from cleaning the system and the waste water is removed and recycled and the remaining materials are the waste cakes. The cakes are planned to be stored with the concrete debris all of which will be removed periodically and reused in road construction projects. It was explained that the cakes can crumble. The committee expressed that the Environmental Risk Assessment (ERA) Plan needs to address the waste cake materials and regulated substances they contain and if there is the potential for any leaching of regulated substances into the ground. Joe Clendenen stated that the consultants that have been retained to prepare the ERA Plan have been directed to review this and make it part of the report. Joe Clendenen indicated that Huffcutt has retained the consultant to prepare the ERA Plan but it will not be complete for a period of time. The Committee agreed that receipt of the ERA Plan would be upon operation of the plant.

Motion by Rubenzer, seconded by Boos to recommend to the Board of Public Works to approve the Huffcutt Concrete, LLC Provisional Use Permit contingent on receipt and Committee review of the Environmental Risk Assessment Plan by the date of beginning plant operations, that Huffcutt Concrete shall modify the Provisional Use Permit and any attachments in compliance with any recommendations made in the Environmental Risk Assessment Plan, and that the fuel tank area include a moveable spill containment barrier at the tank to enhance potential spill containment in addition to the existing operational plans.

**All present voting aye. Motion carried.**

3. Jayson Smith explained the requested amendment to Section 29.12(2) Provisional Use Permit that will correct an oversight that was missed in the numerous draft revisions that were reviewed during the Wellhead Protection Ordinance rewrite. Section 29.08 (2) (f) was not included as it was a subsection of a different section of the original code. The amendment will include 29.08 (2) (f).

**Motion by Rubenzer, seconded by Lasiewicz to recommend to the board of Public works to approve the amendment to Section 29.12 (2) Provisional Use Permit to include paragraph 29.08 (2) (f). All present voting aye. Motion carried.**

4. Motion by Rubenzer, seconded by Boos to adjourn. The meeting adjourned at 10:20 AM.

Submitted by:  
Jayson Smith, Committee Chairperson