

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

OFFICIAL Minutes

Monthly Meeting of the Public Works Committee
Saturday, September 14, 2013

The public works committee meeting was called to order by Chairman Tom McGreevy at 8:00 am on Saturday, September 14, 2013.

Members Present: Trustee McGreevy, Bruce Adreani, Russ Ceschi, Ken Pariser, Marvin Sollars

Members Absent: Bob Stewart, Mark Kennedy

Also Present: Ron Adams, Dennis Barr, Trustee Pat Kenny, Dennis Martin, Trustee Rick Pappas, Dave Rex

Visitors Heard

None

General Business

Approve 7/20/2013 & 8/17/2013 Minutes

Pariser/Sollars 2nd made a MOTION to approve the meeting minutes for July 20, 2013 and August 17, 2013, as presented, and the MOTION carried without negative vote.

Committee Member Robert Stewart

Stewart has not been able to attend committee meetings in recent months because of health concerns, which reportedly have escalated. McGreevy stated that he will contact Stewart and ask him if wishes to remain on the committee. Pariser stated that maybe Stewart could be named an Honorary Member in recognition of all the service and expertise he has provided to the Village.

L.W. Allen Lift Stations Pump Inspections P&M Proposal

Ceschi stated that he was able to negotiate the proposed preventative maintenance contract cost down to \$4,000. Although the contract would be on an annual basis, Ceschi and Barr recommended that the village start the service as soon as possible, if funds are available in this year's budget. Ceschi stated that the services would be for all 28 of the Village's lift station pumps. At the August 17, 2013 meeting, Barr presented an initial \$4,950 proposal from L.W. Allen, Inc., Madison, to provide lift station inspection and preventative maintenance services. Barr stated that the first year of the agreement will be a little more expensive because the proposal includes completing an inventory with all the parts and their inventory codes for replacement parts included.

Ceschi/Adreani 2nd made a MOTION to recommend approval of the preventative maintenance and inspection service contract with L.W. Allen, Inc., Madison, for an annual amount not to exceed \$4,000; to commence the services as soon as possible if there are funds available in the 2013 budget; and if funding is not available in 2013, to add the item to the 2014 budget priority list. The MOTION carried without negative vote.

SCADA Breakdown Issues

Barr stated that there is a FCC mandate that the SCADA radio alert equipment has to be upgraded and replaced with equipment that uses a higher frequency. Although there is \$44,000 in this year's budget for the SCADA upgrades, Ceschi stated that it may be in the best interest of the village to change from the SCADA radio warning system to a system that uses cellular telephone alerts for equipment failure incidents and breakdown warnings. Ceschi stated that he will be meeting with L.W. Allen employees on October 8, 2013 to assess the Village's current SCADA system and to come up with a proposed plan of action. Barr stated that at his suggestion, the \$10,000 that was budgeted in 2013 for new SCADA radio equipment for the Stearns Road pump station has been reallocated by the Village Board for the Stearns Road pump rehabilitation project. Following further discussion on the unfavorable topographical conditions that are adversely affecting the required antennae communication with the current SCADA system and the growth of trees around the pumping stations that are also causing interference with the antennas, the committee directed Ceschi to meet with LW Allen to determine the best approach to address the situation. The committee members directed staff to plan to have the \$44,000 carried over to the 2014 budget if the planning is not completed in time for the funds to be allocated for a SCADA repair or replacement project prior to the end of 2013.

Generators Maintenance Service Contract

Ceschi and Barr stated that the village has not renewed the previous preventative maintenance service contract with Walter Powers and the services are currently on a time and material basis. At the August 17, 2013 committee meeting, Barr stated that staff would like to get Total Energy Systems back as the contracted maintenance and service provider for all the village generators. Barr stated that Walter Powers does not provide adequate services and the Village would receive better service from Total Energy Systems. Barr stated that the Village used to receive good service from Total Energy Systems, but a former employee made an error on a weekend and called out an unnecessary emergency service crew which generated a huge bill. The committee directed staff to continue to negotiate contract terms with Total Energy Systems to be considered at a future meeting.

Abbey Springs Water Valve Project

Barr stated that one of the new valves was installed in the Abbey Springs subdivision on Tuesday and flyers were sent out to the property owners to warn them that the water was going to be shut off during the project. Following discussion, the committee directed Barr to order the necessary valves to complete the project as approved at the August 17, 2013 committee meeting. The committee approved a motion August 17, 2013 to direct staff to have the two water line valves currently in stock at the Utility Department installed as soon as possible by D&K Services Utility Contractors, LLC, Lyons, as proposed in the 1.5-mile stretch of water main along St. Andrews Trail; and to place the purchase of two more valves and the cost for their installation in the 2014 budget.

Fontana Boulevard Crosswalks Repairs

Adams stated that he and Dave Rex have planned to have one of the bad crosswalk sections on Fontana Boulevard removed and repaired at a cost of \$1,200. Adams stated at

last month's meeting that the Fontana Boulevard crosswalks are like speed bumps because of escalating problems with the concrete strips that separate the brick portions from the asphalt surface. Adams stated that the crosswalks are in even worse condition on Highway 67. Adams stated that the plan is to try and fix one of the crosswalks, located by the ball diamond in Reid Park, and see how it goes before the Village spends \$1,200 on each of the crosswalks to have them repaired. Pariser stated that the best alternative may be to take all the brick crosswalk sections out of Fontana Boulevard and Highway 67 and install stamped concrete section as proposed by the Public Works Committee back in 2005 when the CDA decided to have the brick sections installed. Pariser stated that the brick crosswalks are not designed to be installed in such heavy traffic areas and it is probably not a good idea to allocate any more funds on them.

Municipal Beach Fence Rust Concerns

Adams stated that the rust concerns were brought up by the Park Commission members and when he recently looked over the fence, it was shocking to see how bad some of the sections are rusting from the inside out. Adams stated that the sections located by the street have been splashed with snow and salt in the winter which may be causing the rust to spread more rapidly. Adams stated that the fence sections by the small beach area used by the Country Club Estates Association are not as bad as the sections up by the street. Adams stated that he is still investigating rust abatement options with Jim Lemke of J-N-L Wrought Iron, Fort Atkinson.

Mohr Road Project Completion Update

Adams stated that Mohr Road has been straightened out and extended leading to the village lift station that abuts the O'Halleran family property, and the DPW crew has completed rebuilding the pedestrian path bridge and the bench at the lakefront Mohr Road Park. Adams stated that both the bridge and bench will need to be stained, and Adreani suggested that the color of the stain be an earth tone. Adreani stated that he also would like to donate some funds to the Park Commission to assist with the project being completed by Creative Edge Landscaping, Twin Lakes, to remove the invasive plant material in the storm water creek that runs to Geneva Lake.

Shabbona Drive Project Update

Barr stated that the new water main has been installed and hooked up to the residences and the sewer lining portion of the project has commenced. Barr stated that McGuire Construction was scheduled to start the storm sewer portion of the project during the next week. Adams stated that there is a large planting bed that the Country Club Estates Homeowners Association had planted on Sauganash Drive at Shabbona Drive, just past the castle gates that will be affected by the new storm sewer since the bed is partially located in the right-of-way. Adams stated that when the planting area is restored, it would be better to use stackable bricks. McGreevy stated that he will discuss the planting area with the CCE Association Board of Directors and report back to the committee. Ceschi stated that he was concerned about all the overtime hours the Village crew recently spent assisting McGuire Construction employees with the project. Ceschi stated that the Village engineer should review the contract and determine if the timeframe for assistance from the Village DPW crew is spelled out, and if appropriate, the contractor should be charged

for the Village's additional overtime expenses.

Adreani/Sollars 2nd made a MOTION to direct staff to have the Village engineer review the Shabbona Drive reconstruction contract provisions for job hours and notify the contractor to complete the work as specified, and to charge the contractor for the Village DPW overtime wages if appropriate. The MOTION carried without negative vote.

Northshore Bridge Painting Quote

Adams stated that the paint job on the bridge that was completed a couple years ago was not very good quality and the bridge is in bad shape again. Adams stated that he received a \$25,944 quote from J-N-L Wrought Iron, Fort Atkinson, to have the two 97-foot bridge railings cut into 16-foot sections that can be taken out, transported to J-N-L, sandblasted and repainted, picked up and reinstalled. The estimate does not include the cost of the primer and paint needed to restore the bridge railings. Adams stated that the primer is about \$110 a gallon and the project will require seven or eight gallons. Adams stated that the paint job will last at least 15 years if quality products are used. Adams stated that he is still reviewing the quote and he will present the final recommendation, including the cost for the paint and primer, to the Finance Committee for the 2014 budget.

Northshore Sewer Blockage

Barr stated that a couple weeks ago there was a piece of clay tile that obstructed the sewer line in front of the Porter residence on North Lakeshore Drive. Barr stated that that sewer started to leak out of the manhole as the line was almost completely blocked off with the tile. Barr stated that the incident was difficult and took a lot of time to diagnose and repair because there is no access to the sewer lines that run on the lakeside of the residences on North and South Lakeshore drives. Barr stated that the manpower and equipment has to go through front yards to get to the manholes. Barr stated that the sewer lines along the lakeshore also need to be lined at some time in the future per DNR regulations and he just wanted to bring the situation to the committee's attention.

Brush Pile Alternatives

Adams stated that the first week of every month from April through October the DPW crew takes out the loader and a truck to pick up brush from residences. Adams stated that the chipper is not used anymore as it is easier to just pick up the entire piles with the loader and place them into another truck for transport to the Duck Pond collection site. Adams stated that people are starting to pile up the brush and the process requires a lot of manpower hours. Adams stated that in recent years, the collected material has been grinded into mulch for sale to offset the \$10,000 cost of renting the tub grinder. Adams stated that another option other than renting the tub grinder and attempting to sell the ground mulch is to take the loads to Robert Stewart Excavating for \$20 a load. Following discussion, McGreevy stated that maybe the DPW should just offer to pick up the residential brush for one week in the spring and one week in the fall, and at other times of the year the homeowners can take care of it themselves. Sollars stated that maybe it would be better to cut back to two collections in the springs, in May and June, and then one more in November. Adams and Barr also discussed the problem of contractors who dump the material at the Duck Pond site, and some people who come from other area municipalities. The committee members stated that the police department should be

requested to patrol the site and issue citations to individuals and contractors who are not abiding by the terms of the Resolution that established the policies for the collection site. The committee directed staff to review the policies and present proposed amendments at a future meeting.

Leaf Mulch Update

Adams stated that there is currently 20,000 yards of leaves that are ground up and could be sold, and there is a lot of brush piled up that has to be burned or hauled away. Adams stated that the DPW used to burn the material; however, a DNR permit is required for authorization to burn. Adams stated that the Village already has an outstanding invoice for the tub grinder services from the leaf grinding services earlier this year that he is still reviewing. Adams stated he is trying to find a landscaping business to purchase the ground mulch and help offset the cost of renting a tub grinder.

2013 Budget Priority List for Unused Funds

McGreevy stated that he would like the committee to designate some of the unused 2013 funds that were budgeted for personnel for infrastructure projects that need to be completed as soon as possible. McGreevy stated that by not hiring a replacement for a former DPW crew member until May, and with additional funds from Craig Workman's budgeted salary, there is about \$65,000 in the budget that could be reallocated for projects. Following discussion, the committee determined that the number one priority project is new chlorinators for approximately \$33,000, including installation costs. The number two project is the Mohr Road Lift Station, which is need of \$2,500 worth of repair work. The third priority for the unused funds is the purchase of four more water valves and installation work for the Abbey Springs water main loop for an approximate total of \$8,000. The number four project if there is a total of \$65,000 available would be a new backup generator for the Upper Abbey Springs lift station, approximately \$20,000 including installation. Barr stated that there may be some easement issues that need to be worked out with the Upper Abbey Springs lift station generator project.

Trustee McGreevy/Sollars 2nd made a MOTION to allocate unused 2013 DPW budget funds for infrastructure projects in the following priority list: 1. New chlorinators; 2. Mohr Road Lift Station repair work; 3. Water valve purchase and installation for Abbey Springs water main loop; 4. New generator for Upper Abbey Springs Lift Station. The MOTION carried without negative vote.

Adams stated that there is \$70,000 in the 2013 budget for crack and chip filling road work and road supplies, and \$18,000 has been spent to date. Adams stated that there will also be \$4,000 to \$5,000 allocated from the \$70,000 for blacktopping projects and about \$9,000 for crack-filling projects, so there could be a balance of \$43,000 that can be reallocated. Adams stated that the concrete storage bins at the DPW garage site were initially designed and installed to include roofs. Adams stated that a lot of equipment sits outside in the enclosures and rusts, and a lot of equipment currently taking up room by being stored inside the other buildings could be moved into the concrete bins if they are enclosed. Adams stated he received a quote for \$31,700 to install roofs on the concrete bins. Adams stated that he also could have the steel framing replaced on the front of the pole barn storage building for \$7,460 or less. The committee members directed Adams to complete the blacktopping and crack-filling projects, and to order all the necessary

supplies for the remainder of 2013; and if there is funding remaining, to reallocate the balance for the concrete storage bins enclosure project and for the new steel to repair the front of the pole barn building. If there isn't funding available, the projects will be included in the 2014 budget.

2014 Budget Planning and Capital Expenditures Priority List

Besides the six projects that may be funded this year with unused 2013 budgeted funds for personnel expenses and for road maintenance, Adams list of 2014 Capital expenses includes:

1. The replacement of Truck No. 14, \$71,896 total cost.
2. The restoration of Truck No. 16, \$3,200.
3. The purchase of a new blacktop roller, price to be determined.
4. The purchase of 12 pedestrian markers for \$330 each, \$3,960 total cost.
5. The North Lakeshore Drive bridge painting project, \$30,000 total cost.
6. The purchase of a new Ford F-150 Street Department truck, \$25,815.
7. The purchase of a sandblaster, \$600.
8. The purchase of a seaweed rake, price to be determined.
9. A roofing repair project for the Upper Storage Building, \$8,494.
10. Crosswalk repair work for Fontana Boulevard and Highway 67, \$1,200 each for the 12 Fontana Boulevard crosswalks, and price to be determined for the Highway 67 crosswalks.

Adams stated that if the new truck is purchased for \$71,896, the 2002 F-550 (Truck No. 14) five-yard dump truck can be sold for up to \$20,000. Adams stated that the 2002 F-550 is costing too much to keep running on an annual basis and it should have been replaced last year. Barr stated that Utility Department Truck No. 3 is being sold this year, probably for \$4,000 to \$5,000, to offset the cost of the new truck that was purchased this year. Barr's preliminary 2014 Capital expenses list includes:

1. The purchase of a Ford F-250 truck to bring the total number of Utility Department vehicles to three, to match the number of department employees, \$40,000.
2. The purchase and installation of 12 new fire hydrants, \$70,000. Barr stated that the village has fallen behind the state mandated schedule to replace the old fire hydrants.

Barr stated that there also will be more funding necessary in 2014 than the \$44,000 budgeted in 2013 to address the malfunctioning SCADA radio alert system for the Village pumps and generators. Ceschi will be recommending upgrades or the replacement of the system at the October monthly meeting. Barr stated that he also may have more items to request for the 2014 Utility budget.

211 Third Avenue Water Lateral Invoice Recommendation

The Village Board directed staff at its July 1, 2013 meeting to bill the new property owners of 211 Third Avenue for the invoices the Utility Department received for locating the water service lateral and for unburying the old valve box that was located 3 feet under the asphalt surface. At the September 9, 2013 Village Board meeting Hayden stated that the property owners, Peter and Laura Priehs, met with her and then submitted a letter to the Village Board that requests the \$1,450 invoice be reconsidered. The letter states in

part, "We are not trying to avoid any of our responsibilities; however, we do not feel that we should be responsible for the whole amount." Following discussion, McGreevy asked if the letter received from Peter and Laura Priehs could be directed to the Public Works Committee for review and a recommendation. Barr informed the committee members that they did not have any drawings or a certified survey with bench marks to locate the lateral or the buried B-Box. Barr stated that they were in contact with the contractor throughout the process, and he does not know how the contractor came up with his synopsis of the situation as reported in the letter from Peter and Laura Priehs. McGreevy verified with Barr that the \$250 video camera work on the sewer line was his decision and turned out not to be necessary; however, the other work was necessary because the previous property owners buried the B-Box 3-feet below an asphalt surface.

Pariser/Sollars 2nd made a MOTION to recommend to the Village Board that the Village pay the \$250 portion of the invoice for the video camera work on the sewer line, and that the \$1,200 for unburying the B-Box, installing the new valve and B-Box, and backfilling the line with road gravel be charged to the home owners. The MOTION carried without negative vote.

Barr stated that the committee may want to consider adopting a policy that states when a property is sold it is the new owner's financial responsibility to locate and unbury the B-Box if necessary. Adams stated that maybe an ordinance could be adopted that makes it illegal for a property owner to bury a B-Box under an asphalt or concrete surface. Martin stated that he will make a note to have the item on the agenda for the October meeting.

Hydrant Replacement Program

Barr stated that there are more than 300 of the old fire hydrants that have to be replaced in the Village per a state mandate. Barr stated that there has not been a deadline set, but last year the village did not budget to replace any of the hydrants. Barr stated that the total cost including the new hydrant, the parts and labor is about \$5,000 per hydrant. Pappas stated that the Village should budget to replace at least 10 hydrants a year. Following discussion, the committee directed staff to plan for the purchase of 10 to 12 hydrants in 2014, with a total allocation of \$70,000.

DPW Painting Projects

Adams stated that a former Huber Dorm inmate has put in close to all 66 of his court ordered community service hours by painting at the DPW garage site. Adams stated that he is a professional painter by trade and he has been doing an excellent job completing some long overdue painting projects. Barr stated that the DPW employees get paid about \$20 per hour on average, and the man performing community service hours has offered to complete the painting projects for \$9 an hour. McGreevy stated that the funds to have the man finish the painting projects could be allocated from the unused 2013 budgeted labor funds that were discussed earlier in the meeting. After considering the projects that were discussed earlier, the committee came to consensus that at \$9 an hour, there should be enough budgeted funds to cover two months of painting projects at the DPW site.

Pariser/Sollars 2nd made a MOTION to recommend approval of hiring the former Huber Dorm inmate to complete painting projects at the DPW site for \$9 an hour for two months following the completion of his community service hours. The MOTION carried without negative vote.

WRS Ruling on Crew Member Kevin Kohley's Official Enrollment Date

Martin stated that he and Administrator/Treasurer Kelly Hayden reviewed the payroll history and the motions approved by the Village Board when Street Department Crew member Kevin Kohley was hired on a seasonal, part-time basis on March 2, 2009, and then approved for a permanent, fulltime position on July 6, 2009. Martin stated that they verified with an agent from the Wisconsin Employee Trust Fund, the administrator of the Wisconsin Retirement System, that Kohley was properly enrolled in the WRS and his official fulltime start date is correctly recorded as July 6, 2009. Even though Kohley worked a fulltime schedule immediately after being hired March 2, 2009, his job expectations were officially changed according to the WRS guidelines on July 6, 2009. Martin stated that had Kohley not been promoted by the Village Board in July and still remained employed for at least one year, staff would have been required to review his work hours on the one-year anniversary date and make a determination if he worked more than the 600-hour threshold that would have required his immediate enrollment in the WRS. Martin stated that the pay period that Kohley was promoted to fulltime by the Village Board is the same pay period that he exceeded the 600-hour threshold.

Personnel Issues

Barr stated that the water certification class that Utility Crew employees Dan Gonzalez and Lukas Perepell have to complete that was going to be held in Plover has been moved to Pewaukee. Barr stated that the class tuition fee cannot be paid by credit card, so the committee directed Barr to have staff issue a check for the payment. McGreevy stated that the Village Board held a special meeting September 13, 2013 at which a motion was approved to authorize \$16,000 lump sum payments for Barr and Adams as compensation for the their new director duties. The approved motion was to pay the 2013 lump sums equally over 26 pay period, with the first 20 payments to be added to their next payroll checks. McGreevy stated that the Village Board also approved a motion to direct him and the Public Works Committee to come up with hiring criteria and complete a hiring process for a public works director, if possible, or to make another recommendation. The item will be on the agenda for the next committee meeting.

Next Meeting

The next meeting was scheduled for Saturday, October 12, 2013 beginning at 8:00 am.

Adjournment

Trustee McGreevy/Adreani 2nd made a MOTION to adjourn the meeting at 10:45 am, and the MOTION carried without a negative vote.

Minutes prepared by Village Clerk Dennis Martin
Approved: 10/12/2013