

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

Monthly Meeting of the Public Works Committee
Saturday, October 12, 2013

(OFFICIAL MINUTES)

The public works committee meeting was called to order by Chairman Tom McGreevy at 8:02 am on Saturday, October 12, 2013.

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

Members Absent: Bob Stewart, Mark Kennedy, Ken Pariser

Also Present: Ron Adams, Dennis Barr, John Hunt, Dennis Martin, Trustee Rick Pappas, Dave Rex, John Sunta

Visitors Heard

John Hunt, 1076 Shabbona Drive, stated that following last summer's drought and a bad lawn service provider that killed the lawn at his residence, he had to water the lawn very often this past summer to get it going again. Hunt stated that he did a lot of watering and there were at least two occasions when he accidentally left the water running all night, but he got charged \$312 on the most recent quarterly utility bill for water charges and \$475 for sewer charges. Hunt stated that at least 85 percent of the water that he used last quarter was for irrigating and it did not go down the sewer. Hunt stated that there has got to be some means to apply a credit for the sewer charges, which are also based on the amount of water that goes through the meter. Hunt also requested that the Village consider allowing property owners to have a second water meter installed that would be just for irrigating and only subject to the water rate. John Sunta stated that he recently purchased the property at 285 Church Drive and it has a large garden and an outdoor water feature. Sunta stated that he also does not have a complaint about being charged for using the water, but the water did not go down the sewer and the sewer charges are very expensive. Sunta stated that since he has a large garden and the pond, he would like a second meter installed for outdoor water usage only. McGreevy stated that the village has historically denied requests for second meters to be installed for irrigating purposes, but the issue can be revisited at the next meeting. Barr stated that with all the summer residents back in the Village placing a high demand on the wells and pumps, the Village has not approved requests for second water-only meters in the past in order to keep the total utility rate for irrigating high and help discourage extremely high water usage during those peak months; if property owners decide to irrigate, the cost for the water is very expensive. Barr stated that credit for the sewer rate can be provided if a special meter is requested prior to filling a pool or undertaking a landscaping irrigation project. McGreevy stated the proposal for a second water meter for irrigation purposes, and a recommendation on the request for sewer credit for Hunt's and Sunta's quarterly bills will be on the agenda for the next monthly meeting.

General Business

Approve 9/14/2013 Minutes

Sollars/Adreani 2nd made a MOTION to approve the meeting minutes for September 14, 2013, as presented, and the MOTION carried without negative vote.

Fontana Boulevard Crosswalks Repairs

Adams stated that one of the crosswalks on Fontana Boulevard at Reid Street has been repaired for about \$500, and he would like to have one more crosswalk by the Fire Station that is in really bad shape repaired before winter. Adams stated that he is going to experiment on the second crosswalk repairs by incorporating an adhesive plastic strip that acts as a buffer between plows and the road and protects the surface from plow damage.

Highway 67 Concrete Repairs

Adams stated that there is a big dip in the northbound lane of Highway 67 at the Fontana Boulevard intersection that he would like to get repaired this fall if there is about \$6,500 available in the highway maintenance account. Adams stated that since it would be a repair or maintenance project, the state does not require a permit; however, because of the volume of traffic on the highway and the need to keep one lane open during the three-day project, he will have to get some traffic control lights. Adams stated that he will check with the Walworth County DPW if they have some lights that the Village can use.

McGreevy stated that the Village ought to consider getting rid of the bricks that were used for the crosswalks and are causing the road maintenance problems on the highway and on Fontana Boulevard. Because the paver bricks were used in the crosswalks sections and because there is a boulevard that divides the two lanes of Highway 67, the village is responsible for the maintenance and repair costs, not the state. Following discussion, the committee directed Adams to also attempt to repair this fall the worst crosswalk section, which runs north and south across Fontana Boulevard. Adams stated that CJ Concrete submitted the low estimate of \$6,500 for the concrete and repair work on Highway 67.

Adreani/Sollars 2nd made a MOTION to recommend approval of an amount not exceed \$6,500 for CJ Concrete to complete the Highway 67 road repair project as presented, and to direct staff to check with Walworth County on the use of traffic control lights and proceed with the repair and improvement project in 2013 if the funding is available in the budget. The MOTION carried without negative vote.

Shabbona Drive Project Pay Request and Update

The Village received Pay Request No. 2 from McGuire for the project, but it still has to be reviewed and recommended by the Village engineer. The committee directed staff to invite Ruckert-Mielke engineer Terry Tavera to the next monthly meeting to answer questions and explain the review process for pay requests on construction projects. Ceschi stated that he would like the Tavera to review the contract with McGuire Inc. and determine if the additional village expenses for overtime hours the DPW crew members recently put in to get the water service back on line can be charged back to the contractor. Barr stated that the contractors are on the last phase of the sewer lining portion and are close to completion on the Shabbona Drive construction project. During discussion on the schedule for completing the paving portion of the project, the committee members asked Adams about the Abbey Harbor bridge on South Lakeshore Drive and the increased volume of construction truck traffic that is taking place between Stewart Excavating and a residential construction project at 1028 South Lakeshore Drive. Adams stated that there has been significant damage to the base of the bridge caused by the heavy trucks, which are transporting full loads of dirt from the construction site to Stewart Excavating. The committee directed Adams to look into the load limit for the bridge and have it posted

and enforced, and to contact Stewart Excavating and inform them that the truck drivers must use Indian Hills Road to get to and from the construction site.

SCADA Breakdown Issues – L.W. Allen Updates

Ceschi presented a report on the SCADA radio alarm and alert system prepared by Altronex Control Systems, a division of L.W. Allen, Inc., Madison. Ceschi stated that the initial idea to change to a digital system or something other than the current SCADA radios is not feasible and it would cost more than \$200,000 to change systems. Ceschi stated that the first task that needs to be completed on the current SCADA system is a site survey for \$4,829; however, the survey has to be conducted in the summer when there are leaves on the trees. Ceschi stated that two other items in the \$63,420 proposal that will need to be purchased as soon as possible are the purchase of new SCADA workstation hardware and software for \$11,021, and the replacement of the PLC storage batteries at six locations for \$920. The replacement of the 18 SCADA radios and 18 new LMR-400 coaxial cables and RF antennas will cost \$39,152, but that purchase can be delayed until 2014. Ceschi stated that some of the new radios can be purchased for about \$2,200 each if there are funds available in the 2013 budget. The committee directed Ceschi to move forward with the Altronex Control Systems SCADA system repair and upgrade plan in the best manner possible, and if necessary any unused 2013 budgeted funds for the project will be carried forward to 2014 with the balance of the \$63,420 total project cost.

Village Generators P&M Quote Submitted by Total Energy

Adams stated that the new generator for the main DPW garage should be purchased as soon as possible and not put off until the 2014 budget as the current backup generator is a safety and compliance concern. At the October 3, 2013 Finance Committee 2014 budget planning meeting, Administrator/Treasurer Kelly Hayden suggested rolling over \$50,000 from the 2013 DPW budget to 2014 for the Highway Maintenance line item for chip sealing projects that could not be completed this year. Adams stated by rolling the \$50,000 over to 2014, it would bring the Highway Maintenance line item up to \$135,000 for 2014, and they will not be able to complete that much chip sealing work in one year. Total Energy Systems, LLC submitted the low bid for a natural gas fueled Kohler Generator Set to be installed outside the DPW building for a net price of \$14,480. There are also optional items for a \$365 sound shield enclosure, a \$750 remote annunciator panel and battery charger with NFPA-110 alarms, and an \$890 automatic transfer switch to bring the cost of the total proposal up to \$16,485. Barr stated that they will need the transfer switch and most likely the other two options as well. The proposal for Power Tech, LLC to complete the required electrical work to disconnect the current generator and connect the new generator totals \$2,200. Barr stated that the village also should commence with the preventative maintenance contract with Total Energy Systems for all the generators as soon as possible.

Adreani/Sollars 2nd made a MOTION to direct staff to allocate from the 2013 DPW and Utility Fund budgets an amount not to exceed \$18,685 for the purchase and installation of a Koehler Generator Set at the DPW garage as proposed by Total Energy Systems, LLC and Power Tech, LLC, and to allocate the necessary funding to immediately commence with the annual Total Energy Systems, LLC preventative maintenance contract for the village generators. The MOTION carried without negative vote. Russ Ceschi abstained.

2014 Budget Update – Generator Purchase for Upper Abbey Springs

The preliminary 2014 budgets for the DPW and for the Utility Fund will be finalized and presented to the Finance Committee and Village Board on Friday, October 18, 2013 at 4:00 pm. The generator project for the Upper Abbey Springs lift station is included in the 2014 DPW and Utility budgets.

2013 Budget Projects – Generator for DPW Shop, Mohr Road Pump Station Transducer & Concrete Bin Enclosures

The committee approved a motion to purchase and install the new generator for the DPW shop earlier in the meeting during the agenda item on the preventative maintenance contract for all the village generators. There is \$10,000 in the 2013 Utility Fund Budget to purchase and install a new transducer for the Mohr Road pump station. As well as allocating \$9,350 of the unused 2013 DPW budget funds for the DPW portion of the new generator project for the garage (with the other half of the project costs to be allocated from the Utility Fund), Adams stated that the \$31,700 proposal to enclose the outdoor concrete storage bins that he presented at the last monthly committee meeting also should be completed this fall with some of the unused funds from the 2013 budgets. The committee members reached the consensus following discussion that the new generator for the DPW garage and the project to enclose the outdoor storage bins are two necessary projects that should be completed as soon as possible.

Adreani/Sollars 2nd made a MOTION to recommend that the Village Board not carry over into the 2014 budget the entire \$50,000 remaining from the 2013 DPW budget for chip sealing projects, and instead reallocate approximately \$25,192 from that line item to cover the Public Works Department’s half of the concrete bins enclosure project, \$15,850, and half of the new shop generator project, \$9,342. The MOTION carried without negative vote.

Adams stated that he allocated \$1,500 from the highway maintenance account earlier in the week to repair a curbing problem on North Lakeshore Drive that was creating storm water runoff problems at the Youngquist residence. Adams stated that he also allocated \$376 from the account this week to have Motorsport Powdercoating, Delavan, sandblast and repaint the first 16-foot section that was cut out of the North Lakeshore Drive bridge hand railing. Following last month’s meeting, Adams stated that he contacted Motorsport Powdercoating with regard to the project to abate the severely rusted bridge railing by cutting the railing into 23 sections and taking the individual sections out one at a time and transporting them to the Delavan business where they will be sandblasted and repainted. Adams stated that the DPW crew will cut out the 16-foot sections, transport them to and from Delavan, and reinstall them on the bridge. Adams stated that the total project cost with Motorsport Powdercoating will be \$8,648 to have all 23 of the 16-foot sections of the bridge sandblasted and repainted, or \$376 per section. At the September 14, 2013 committee meeting, Adams stated that he received a \$25,944 quote from J-N-L Wrought Iron, Fort Atkinson, for the project and that estimate did not even include the cost of the primer and paint needed to restore the railing. Adams stated that Motorsport Powdercoating also submitted a bid to abate the rusted beach fence sections for \$180 per section, and he had one section completed to evaluate the project. Adams stated that it should be about 10 to 15 years before rust will have to be abated again on the bridge

railing and on fence sections after they have been sandblasted and repainted. The committee directed Adams to make sure the 2014 budget includes the \$8,272 needed to repaint the 22 remaining 16-foot sections of the North Lakeshore Drive bridge railing and to get the project completed as time permits during the next year.

Tarrant Drive Lift Station House Proposal

Barr stated that it will cost \$10,000 to \$15,000 to replace the rotted-out wooden shed that currently serves at the Tarrant Drive lift station house. Ceschi stated that the wooden shed should be razed and replaced with a concrete building to house the lift station equipment. The committee directed Barr to get project quotes and have the estimated cost added to the 2014 Utility Budget.

Leaf and Brush Removal Policy Resolution – Review for Proposed Amendments

Adams stated that he talked to someone with the Wisconsin DNR and they will not authorize the village to burn the huge pile of leaves and brush that the DPW has accumulated from residents during the past year. Adams stated at last month's meeting that DPW crew goes out the first week of every month from April through October and picks 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 Stewart Excavating for \$20 a load. Following discussion last month, the committee members stated that the police department should be requested to patrol the yard waste collection site and issue citations to individuals and contractors who are not abiding by the terms of the resolution that establishes the policies for the collection site; and the committee directed staff to review the policies and present proposed amendments at a future meeting. Martin stated that the current Resolution Establishing Policy for Leaf and Brush Removal was distributed and the committee can recommend amendments if desired. Trustee Pappas suggested that the committee consider eliminating brush pickup services in the summer and maybe just start in October in order to help reduce the volume of leaves, brush and branches that has be ground up into mulch or disposed in another yet-to-be-determined manner. The committee members asked if the Fire Department could conduct a controlled burn for training purposes on the huge pile that has accumulated. McGreevy asked the committee members to review the current resolution for discussion on possible amendments at the next monthly meeting.

B-Box Location Expense Policy – Consider Ordinance to Prohibit Burial

Barr stated that the situation with the buried B-Box at 211 Third Avenue that was discussed at recent meetings comes up from time to time when properties are sold to new owners. Following discussion, the committee members reached the consensus that the expenses for locating and/or unburying the water service or B-Box should be charged to the owners of the property, and if new owners were unaware of the situation, that is an issue between them and the former owners of the property. Martin stated that he will

review the Municipal Code and determine if there is a section that can be amended to reflect the direction provided by the committee members.

DPW Director Position Recommendation, Hiring Process

McGreevy stated that the Village Board approved a motion at a special meeting September 13, 2013 made by Trustee Spadoni and seconded by President Petersen to “authorize Public Works Committee Chairman Tom McGreevy to take total control of the process for the Public Works Committee to make a recommendation to the Village Board on hiring a replacement or replacements for the director of public works position; to determine and complete the drafting of the director of public works job description(s), the hiring criteria, the job posting method and the interviewing and selection process; and to complete any other necessary steps as determined by the chairman and the committee members.” McGreevy stated that with the hiring of a replacement employee for the Street Department crew and a new employee for the Utility Department, the DPW is currently 100 percent staffed and running smoothly with Barr and Adams serving as the directors. McGreevy stated that with some assistance from the village administrative staff, Barr and Adams have demonstrated that they are capable of running their respective departments. McGreevy stated that in light of the recent resignation of Village Administrator/Treasurer Kelly Hayden, the best plan would be for the village to replace her by hiring a new treasurer, with a financial management and/or accounting background, who would also assist Barr and Adams and the current Village Hall staff. McGreevy stated that an interim village administrator is not needed to replace Hayden when she leaves for her new job with the city of Delavan, and the Village should hire a treasurer/administrative assistant; and then there also would be no need to hire another administrator for the DPW. Sollars/Adreani 2nd made a MOTION to recommend to the Village Board that in light of the resignation of Village Administrator/Treasurer Kelly Hayden, the Village Board should commence the process to hire a new Village Treasurer/administrative assistant who has a financial management and/or accounting background to perform the treasurer’s duties and to assist Director of Utilities Dennis Barr, Director of Streets Ron Adams and the Village Hall staff; to not pursue the hiring of a Department of Public Works director or administrator; and to not pursue the hiring of an interim village administrator. The MOTION carried without negative vote.

Next Meeting

The next meeting was scheduled for Saturday, November 23, 2013 beginning at 8:00 am.

Adjournment

Adreani/Sollars 2nd made a MOTION to adjourn the meeting at 9:50 am, and the MOTION carried without a negative vote.

Minutes prepared by Village Clerk Dennis Martin
Approved: 12/7/2013