

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

Monthly Meeting of the Public Works Committee
Saturday, December 7, 2013

(OFFICIAL MINUTES)

The public works committee meeting was called to order by Chairman Tom McGreevy at 8:00 am on Saturday, December 7, 2013.

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

Member Absent: Ken Pariser

Also Present: Ron Adams, Dennis Barr, Joe Eberle, Dennis Martin, Trustee Rick Pappas, Village President Arvid Petersen, Todd Reschke, Terry Tavera

Visitors Heard

None

General Business

Approve 10/12/2013 Minutes

Adreani/Sollars 2nd made a MOTION to approve the meeting minutes for October 12, 2013, as presented, and the MOTION carried without negative vote.

New Committee Member for Position Held by the Late Robert Stewart

The committee observed a moment of silence in honor of lifelong resident Robert Stewart, who died November 15, 2013. Todd Reschke, 810 Shoshone Road, who is employed as the chief engineer at the Abbey Resort, stated that he would be interested in serving on the committee. Reschke was directed to complete a volunteer interest form for the Village committees and commissions. There are currently two open positions as a replacement has not yet been appointed to take Jan Whitley's resigned position.

Village Engineer Items

Pay Order Review Procedures

Ruekert-Mielke engineers Joe Eberle and Terry Tavera attended the meeting to discuss the procedures for reviewing pay orders and to present information on future projects. Tavera stated that final pay request for the Shabbona Drive construction project will not be submitted until spring following a final walk-through to guarantee all the punch-list items have been addressed.

Construction Project Contract Terms for Village Crew Overtime Expense Reimbursement

Adreani stated that the committee members became concerned at the last monthly meeting when the Shabbona project was discussed and they wanted to discuss with the village engineering firm future construction contracts and overtime expenses for the village crew members. Tavera stated that since the Shabbona project included shutting off the water lines in the area, some overtime issues came up when the new service was being put online. Tavera stated that some of the old village plans were wrong and there were unforeseen problems for the contractors in locating the old water main lines and

figuring out some of those situations. McGreevy stated that it is understandable that there will be delays in correcting the water main location maps; however, the contractor crews did not arrive on the days in question until 10:00 am, which is three hours into the regular working day for the DPW. Eberle stated that the contractors need to schedule better and work with the village administration to avoid unnecessary overtime expenses for the village crew members. Eberle stated that there are still a lot of existing village owned utility lines that are not mapped, and a lot of the lines that are mapped incorrectly, so there will be hurdles to clear with future construction projects. Eberle stated that there is some retainer language in the village contracts that provides for the contractor to pay for expenses caused by contractor errors; however, most of the delays in the Shabbona project were caused by existing water lines that were mapped incorrectly or not mapped at all. Following discussion, the committee reached the consensus that the home location of the contractor's business and the firm's knowledge of Fontana have to be kept in mind when making recommendations on future bids, and that the retainer language has to cover village expenses caused by the contractor not meeting the project completion deadlines. Tavera stated that the village engineers are still looking into the Shabbona contract with McGuire, Inc. to resolve the auxiliary police officer expenses the Village incurred on the Fourth of July because of the Shabbona Drive construction project.

Tarrant Drive Lift Station Abandonment Proposal

Dennis Barr stated that it was initially thought that there are about 18 residences served by the Tarrant Drive Lift Station; however, there is another neighborhood in the area that is served by the lift station that doubles the number. Barr stated that the initial idea to have a grinder pump installed to replace the old lift station pump will not work with that many residences needing to be served. Eberle stated that the Village engineering firm can complete a study and make a recommendation on either upgrading the Tarrant Drive lift station or eliminating it and replacing it with an alternative system. Eberle stated that if the decision is made to rebuild the current lift station, it will have to be brought up to the current codes. Eberle stated that the lift station is currently not complaint with the state codes, and there may be a more cost effective way to serve the area. Tavera stated that one of the noncompliant aspects of the current lift station is the physical location of the pump down in a hole that has limited access. Tavera stated that the Village just can't replace the current pump station building without addressing the noncompliant issues. McGreevy stated that the Ruckert-Mielke should draft a proposal for the study and provide the committee with cost estimates for the upgrade options.

CMOM Requirements 2016

Tavera stated that an issue related to the upgrading of the Tarrant Drive lift station is the recently adopted CMOM state legislation that requires all municipalities that own collection systems, including satellite sewage systems, to develop and implement a Capacity, Management, Operation and Maintenance Program by August 1, 2016. The CMOM Program must assure that a sewage system is properly managed, operated and maintained at all times; has adequate capacity to convey peak flows; and that all feasible steps are taken to eliminate excessive infiltration and flow from the system. Eberle stated that the planning process will include taking an inventory of what the village currently has in place and identifying the things that need to be addressed. Eberle stated that the CMOM Program does not need to be completed until 2016, but they wanted to make the committee aware of the requirement for 2015 budget planning. Eberle stated that another

long-range budget planning item is the need to relocate the existing sanitary sewer lines that are located in the lakeshore yards of the lakefront residences. Eberle stated that when there are sewer line breaks and blockage in the lakefront yards, it is very difficult for the Utility Department crew to stage and make the necessary repairs; and the DNR will be requiring municipalities to relocate the lines in the future. Eberle stated that the Village needs to deal with the situation and study its options to relocate the sewer lines.

Hillcrest, Van Syke and Church Construction Project

The Hillcrest, Van Slyke and Church reconstruction project is in the 2014 Village and Utility budgets. Tavera stated that the project includes the resurfacing of the three streets, and storm water runoff and sanitary sewer line work. Tavera stated that field surveying work is underway in the area and he inquired on what time frame the village would like for the commencement of the construction work. Following discussion, the committee members directed Tavera to plan for the project to be put out for bids in February, for construction to commence in spring, and for the construction schedule to be continuous until the project is completed.

Brickley/Indian Hills Storm Sewer Proposals & Easements

Tavera stated that the proposed storm water runoff abatement project that is included in the 2014 budgets addresses one of the “hot spots” identified in the 2009 storm water study that the Village Board paid Ruckert-Mielke to draft. Tavera stated that the project goal is to take all the storm water runoff that is currently running from the public roads through the Indian Hills Association subdivision and bypass the area through a storm water line to an outlet in a wooded area on the east side of the subdivision. Eberle stated that the issue of how to get from point A to point B with no public streets available needs to be figured out, and the village will have to obtain several easements from property owners and the Indian Hills Association. McGreevy stated that something needs to be done about the runoff water that has escalated in recent years, but the Village has to make sure there is a plan for the water when it is rerouted to a new outlet or it will cause problems in another area. Sollars stated that the village engineers have to come up with a plan to defuse the water. Eberle stated that they can commence with planning if directed, and the first step is to complete field surveying work, which will cost about \$2,500.

Kennedy/Sollars 2nd made a MOTION to direct the Village engineering firm, Ruckert-Mielke, to commence with the field work and planning for the Brickley/Indian Hills Storm Sewer project and easement acquisitions, for a cost not to exceed \$5,000, and the MOTION carried without negative vote.

Upper Abbey Springs Lift Generator Project & Easement Acquisition Update

The project to install a new permanent backup generator for the lift station will require the drafting and approval of an easement for the new WE natural gas utility line. The new easement also will record the authorization for the actual location of the lift station site and for the existing electrical utility line that leads to the lift station pump. Ruckert-Mielke is currently working on the legal description and title work for the proposed easements, and initial meetings with the Abbey Springs have taken place.

South Lakeshore Drive Water Main Update

Tavera stated that the water main on South Lakeshore Drive at the east edge of the Village is very old and in poor condition. The 2014 budget includes funding to replace the water main in the area from Upper Brookwood to the village limits. Eberle stated that it would be prudent for the Village to plan to upgrade the sewer line and reconstruct the

road at the same time the new water main is being installed. Tavera stated that the project is scheduled for construction to commence in mid-August.

Abbey Springs Water Main Project

Eberle stated that the field surveying work for the water main and new standpipe project is almost completed. McGreevy stated that he received an update from Village Attorney Dale Thorpe on the required easements and the proposed land purchase that are necessary for the installation of the new water line and for the location of the standpipe, and they will be scheduling a meeting with the Bates family to hopefully wrap up the negotiations.

Mohr Road Reconstruction Project – LRIP Update

Adams stated that the Village received notification from Walworth County Public Works Highway Coordinator Vicki Price on November 20, 2013 that states the Village of Fontana Local Roads Improvement Program application for 2014-15 funding has been chosen by the state. The notification states that the Mohr Road reconstruction project should not be started until after July 15, 2014 and after the village receives a signed municipal agreement from the state. After the village receives the signed agreement the project must be noticed in the newspaper as a LRIP project.

Mohr Road Lift Station Wet Well Hatch & New Transducer Progress Report

Barr stated that the 2014 budgeted project includes the installation of a new lid or hatch for better access to the wet well and a new transducer. The new hatch will cost about \$2,100 to cut out and \$1,830 for the cost and installation of the new lid. Ceschi stated that the new transducer will be incorporated into the SCADA warning system and will provide real time monitoring of the wet well level and warnings when action is needed.

Chlorinators Project – Carryover 2013 Budgeted Funds to 2014

Barr stated that more information on replacing the chlorinators at the four wells is needed before the village invests the 2013 and 2014 budgeted funds on the new equipment. If necessary, the committee can recommend Village Board approval of a resolution similar to Resolution 050508-04 that carried over funds from the 2007 budget to the 2008 budget for the purchase of a new Fire Department truck and financial computer software.

Consider Sewer Charges Rebates for John Hunt and John Sunta

Information on the third quarter utility bills issued to John Hunt and John Sunta was distributed as directed during the public comments portion of the October 12, 2013 monthly committee meeting. At the October 12, 2013 meeting, John Hunt, 1076 Shabbona Drive, stated that he had to water the lawn very often this past summer and that there were at least two occasions when he accidentally left the water running all night; however, he got charged \$312 on the most third quarter 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 and he requested 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 committee 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 at the October 12, 2013 meeting 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 sewer charge rebates when there is no way of determining how much water did not go down the sewer, and for second meters to be installed for irrigating purposes. 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. Barr stated that requests for sewer portion credits that are received after the fact can't be validated as some of the water could have leaked from inside the house and it could have gone down the sewer; and if the village grants a credit without a method for the calculation it could set a precedent.

Kennedy/Sollars 2nd made a MOTION to recommend denial of the requests received from John Hunt and John Sunta to provide a sewer credit for the third quarter utility bills they received for their residential properties, and the MOTION carried without negative vote.

Proposal for Second Water Meters for Irrigation Purposes

Eberle stated that the Village engineering firm recommends denial of the proposal. 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 the installation of second, water only meters also would create additional installation inspection and backflow filter compliance enforcement duties.

Sollars/Ceschi 2nd made a MOTION to recommend Village Board denial of the proposal to allow for second, water-only meters to be installed for irrigation purposes, and the MOTION carried without negative vote.

Abbey Springs Water Locate Reimbursement Request from Magill

Barr stated that he was in contact with Magill Construction Company employees several times over a three-day period in an attempt to assist them with their problem in locating the water main for a building project; however, he did not, nor would he ever offer preauthorization for the Village to pay for the locating expenses incurred by a contractor on a private project. Barr stated that he didn't even discuss the topic of a reimbursement by the Village or offer to seek approval from the Public Works Committee and Village Board for such a request. Abbey Springs General Manager Jerry Mortier submitted to the Village copies of a November 21, 2013 letter he received from Steve Knudson at Magill Construction Company, Inc., that states a subcontractor was told by the Village of Fontana where to dig, and they had to dig in four different locations before the water service was located. The letter states that "the village of Fontana stated that they would be responsible for that cost," which totaled \$2,072.

Sollars/Ceschi 2nd made a MOTION to recommend denial of the request for the Village of Fontana to pay \$2,072 to Magill Construction Company, Inc., for the expenses the firm incurred in locating the water main at the Abbey Springs. The MOTION carried without

negative vote.

Abbey Springs Water Main Valve Abandonment Plan Approval

Barr stated that an attempt to shut a valve off in a water line at the Abbey Springs resulted in a valve stem being broken. Barr stated that a live tap will be needed to fix the situation, and he should be able to borrow the necessary equipment from Genoa City. McGreevy stated that Barr should determine the most cost effective and efficient method to fix the problem.

Leaf and Brush Removal Policy Resolution – Review for Proposed Amendments

Adams stated that he has not yet completed a review of the current and past policies. Adams stated that a lot of funds are allocated for leaf collecting duties including overtime wages and maintenance expenses and he would like to fine-tune the policy in an attempt to make it more efficient. Petersen stated that the leaves have to be picked up and the DPW crew needs to get out there and pick them up. In response to a question from Sollars, Adams stated that the Village leaf machine is 11 years old and it breaks down. Adams stated the DPW could use a second leaf vacuum truck as a backup and to help reduce overtime expenses. Adams stated that the leaf truck cost the village about \$110,000, but that was 11 years ago. McGreevy stated that the purchase of a second leaf truck will have to be considered for the 2015 budget.

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

Barr stated that he will review the current Municipal Code section that governs the utilities and propose amendment language at a future meeting.

Truck No. 14 Replacement Purchase

Adams stated that Truck No. 14, the 2003 Ford F-550, has needed to be replaced for two years and it has continued to break down. Adams stated that the cost for a new truck and plow has been included in the 2014 budget and he would like authorization to order the truck and plow at this time in an attempt to take delivery as early as possible in January 2014. Adams stated that he received bids for the truck from Kunes Country Ford and Tom Peck Ford, and they were within a few hundred dollars of each other. The committee directed Adams to order the truck from Kunes and the plow from Monroe.

Abbey Harbor Bridge Report & Repair Options

Tavera stated that the Village received a \$2,000 proposal from Collins Engineers, Inc., to complete a repair recommendation study on the Abbey Harbor bridge that includes performing a cursory review of the bridge site, a detailed inspection of the walkway and bridge substructure, a review of the bridge plans and prior bridge reports, and a written report of recommended long-term repairs. Adams presented photographs of the bridge substructure and the areas of the approach that are falling apart. The bridge structure is not eroding, just the approaches.

Adreani/Sollars 2nd made a MOTION to recommend approval of the \$2,000 proposal submitted by Collins Engineers, Inc., Milwaukee, to complete a repair recommendation study on the Abbey Harbor bridge, as submitted, and the MOTION carried without negative vote.

Loader Cage Safety Risk Regulations Warning from State

The village received a notice from the Wisconsin Department of Safety and Professional Services that states the DPW crew members can no longer use a caged platform lifted by the front end loader when working on the street light poles or any other elevated duty. The personnel basket does not provide the employees with upper controls to maneuver the basket, which is contrary to the current state code.

Bucket Truck Replacement Recommendation

Adams stated that the mechanic who services the Skyjacker boom lift on the 1990 Ford F-Super Duty recently completed his annual inspection/service call and he informed the village that Skyjacker is no longer in business. Adams stated that the technician warned the village that there may be liability issues in the future if a claim against the manufacturer is filed, and that replacement parts will no longer be available. During discussion, it was determined that the truck and attached boom lift and bucket were purchased about eight years ago from Ceschi and Power Tech for about \$10,000, with the agreement that Ceschi could use the truck for his business if it is available. Adams stated that the truck and lift are currently certified, but the Village may want to consider selling it and acquiring a new bucket truck. Adams stated that he will continue to investigate replacement options, but he wanted to provide the committee with an initial notice. Adams stated that the service technician offered to work with the village to make sure a bucket truck is available to purchase, lease, rent or borrow if necessary if and when the 1990 Ford is sold. McGreevy asked Martin to check with the League of Wisconsin Municipalities Mutual Insurance program to determine if the Village has any additional liability exposure if it uses the bucket truck now that Skyjacker is out of business. Adreani/Sollars 2nd made a MOTION to recommend that the Village sell the 1990 Ford F-Super Duty bucket truck, and to direct staff to make a recommendation on the acquisition of a new bucket truck. The MOTION carried without negative vote.

Leaf and Brush Removal Policy Resolution – Review for Proposed Amendments

The agenda item was mistakenly listed twice.

Monthly Overtime Hours Review and Forecast

McGreevy stated that the agenda item was requested for the committee members to receive a monthly overtime update and projection. Adams stated that the leaf collection duties have been completed, but it required a lot of overtime hours to get it done.

New Charter Cable Line for DPW Phone and Internet Access

McGreevy stated that he authorized Barr to solicit from Charter Business a proposal for a month-to-month service agreement for the installation of five telephone lines and Internet 30 Meg service for the DPW garage site. The total monthly phone bill would be \$125.90 and the Internet service would be \$55, both of which are less expensive than the current service expenses. The service agreement that Barr submitted allows Charter Business to begin its work, but the agreement will not commence until the lines are installed. The current phone service at the DPW is provided by Frontier.

Employee Vacation Time Anniversary Date Policy

Barr stated that he wanted to inform the committee members of the current policy that village employees can only carryover a maximum of 80 hours of vacation time from year to year, with the deadline their employment anniversary date. Barr stated that the Village used to reimburse the employees for their unused vacation time at the end of each anniversary year. Barr stated that he knows the committee can't authorize his unused hours to be carried over or to be bought out at this time, but he would like the village to keep it in mind when he retires. Barr stated that he has not been able to use any of his vacation time this year with the departure of former DPW Director Craig Workman, and with the busy construction year which included periods of time he had to cover for Adams when Adams was out of town. Barr's anniversary date is December 8, 1981.

Utility Dept. Employees Water Licensing Update

Barr stated the Utility Department employees Daniel Gonzalez and Luke Perepell both passed their recent certification tests and are now Grade T operators (training), and can represent the Village of Fontana as "Water Operators." According to the current AFSCME Union contract, "Premium pay will be provided to a qualified backhoe operator and a water supply operator in an amount of \$.20 per hour worked and paid and shall be subject to overtime premiums, and shall commence upon ratification of the union contract. The Village Board and the Public Works Superintendent shall determine who is qualified as the backhoe operator and the water supply operator. Both premium pay positions may be suspended at the direction of the Public Works Superintendent or the Village Board based on performance evaluations."

Next Meeting

The next meeting was scheduled for Saturday, February 1, 2014 beginning at 8:00 am.

Adjournment

McGreevy/Sollars 2nd made a MOTION to adjourn the meeting at 9:52 am, and the MOTION carried without a negative vote.

Minutes prepared by Village Clerk Dennis Martin
Approved: 5/24/2014