

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

OFFICIAL Minutes

Monthly Meeting of the Public Works Committee
Saturday, August 17, 2013

The public works committee meeting was called to order by Chairman Tom McGreevy at 8:00 am on Saturday, August 17, 2013.

Members Present: Trustee McGreevy, Bruce Adreani, Mark Kennedy, Ken Pariser, Marvin Sollars

Member Absent: Bob Stewart

Also Present: Ron Adams, Dennis Barr, Russell Ceschi, Dennis Martin, Trustee Rick Pappas, Dave Rex, Trustee Cindy Wilson

Visitors Heard

None

General Business

Approve 7/20/2013 Minutes

The minutes are not completed yet and will be presented for approval at the next meeting.

Committee Member Appointment

McGreevy stated that with the resignation of Jan Whitler, the committee is pretty much down two members. Committee member Robert Stewart has not attended a meeting since April 28, 2012. McGreevy stated that although Russ Ceschi is an independent electrical contractor and performs work for the Village, he is a registered voter and is willing to fill the open committee position vacated by Whitler. McGreevy stated Ceschi is not an employee of the Village, and if he recuses himself from items that have any financial recommendations regarding his contracted services to the village, there would be no conflict of interest or ethics issues. McGreevy stated that Ceschi can provide valuable insight to the committee in the same manner as Robert Stewart, who also provides contracted services to the Village. McGreevy stated that he also requested the village clerk to check with the League of Wisconsin Municipalities on the proposed appointment of a contracted service provider to the committee, and the only issues would be on financial items connected to their business.

Sollars/Adreani 2nd made a MOTION to recommend the appointment of Russ Ceschi to fill the open position on the Public Works Committee, and the MOTION carried without negative vote.

Replacement Generator Proposal for DPW Shop

Utility Director Dennis Barr stated that the proposal is to purchase a replacement backup generator for the shop and move the current generator to Well House No. 1. Ceschi stated that the shop generator backs up the SCADA system and the essential electrical systems at the shop. Barr stated that the current generator is located inside the building, it leaks oil, and it is not safety compliant. Ceschi stated that with some minor conversion work,

the current generator could be used as an outdoor backup at one of the well houses since it was manufactured as an outdoor generator and converted for use inside at the shop. Ceschi stated that if the village purchases the Kohler Model 25REZG Natural Gas Fueled Generator Set directly from Total Energy Systems, LLC, Milwaukee, it will cost about \$14,480, plus \$2,200 for installation expenses. Ceschi stated that the Generator Set would be located in an outdoor enclosure and would include a one-year standard warranty from the start-up date. On a related matter, Barr stated that they would like to get Total Energy Systems back as the contracted maintenance and service provider for all the generators. Barr stated that the current service provider, Walter Powers, does not provide adequate services and the Village would receive better service from Total Energy Systems. Staff was directed to determine if there is a current maintenance agreement with Walter Powers, and if so, are there any terms to terminate the agreement. McGreevy asked if the generator replacement proposal could be delayed until the 2014 budget if funds are not available in the 2013 budget. Ceschi replied that would be fine. Ceschi stated that he also can solicit a proposal for generator maintenance services from Total Energy Systems. McGreevy stated that there should be extra funds in this year's DPW budget since labor expenses were budgeted to hire a replacement for Tom Westphal's former position, and new Utility Department employee Luke Perepell will not be starting until August 26, 2013. McGreevy stated that Barr and Street Director Ron Adams still have to figure out the village's budget spreadsheets, which feature numerical codes and no written descriptions or labels. McGreevy stated that it is hard to determine where little things are tracked in the budget. Kennedy stated that recent spending proposals presented to the committee should be funded this year or put in the 2014 budget with the priority list being the new chlorinator equipment recommended for approval at the last monthly meeting is the most important item; the rehabilitation of the Stearns Road booster pump is second; and the new generator for the DPW shop is the third most important item. Adreani stated that all three projects have a total cost estimate of about \$60,000. Kennedy/Adreani 2nd made a MOTION to recommend the \$14,480 purchase of the Kohler Model 25REZG Natural Gas Fueled Generator Set from Total Energy Systems, LLC, Milwaukee, and the \$2,200 installation proposal from Power Tech, LLC, Walworth, as presented, with the funds to be allocated from this year's budget if available or placed in the 2014 budget as the number 3 priority list item, with the new chlorinators number 1 and the Stearns Road booster pump rehabilitation number 2 on the priority list. The MOTION carried without negative vote.

Shabbona Drive Construction Project – Update

Adams stated that the second phase of the reconstruction project is scheduled to commence on Monday, August 19, 2013. Adams stated that the contractor has finally completed the restoration work for all the dirt areas that were torn up during the first phase of the project. Kennedy stated that the restoration work was not completed adequately in some areas and it appears that bad fill material was used. Adams stated that he still has to complete the phase one project checklist, but the contractor and his crew are difficult to work with as they are not in the village very often. Kennedy stated that Adams and the Village engineer should be very stringent with the punch list items when conducting the final inspections for both phases of the contract. Kennedy stated that the two lots on Pottawatomie Drive that are owned by the Village and earmarked to be sold as

developable lots, have to be filled with good materials, not old blacktop or other construction spoils. Adams stated that the plan is to use fill material from phase 2 to complete the storm water management site work on the village owned lots.

Brush Pickup Report

Adams stated that he wanted to provide an overview on the brush collection operations so the committee members are aware that for about five days per month, three street department crew members are busy picking up brush. Adams stated that only leaves him one crew member for the week to take care of the other duties. Adams stated that the current leaf collection trucks allow those operations to be completed by one crew member, who does not have to exit the vehicle. Adams stated that he would like to explore the cost options to get a vendor with a log truck or to purchase a vehicle with an automated collection system.

Brush Grinder Rental for Fall

Adams stated that last year, the DPW contracted with Gifford Tree Service for a tub grinder to be brought in to grind the leaves that are collected by the village. Adams stated that the village recoups some of the expense by selling ground mulch.

Leaf Compost Report

Adams stated that he has to break down the total cost for renting the tub grinder versus the total revenue received for leaf compost sales and he will report back to the committee.

Fontana Boulevard Crosswalks Concerns

Adams stated that the outer concrete edges of the brick crosswalk sections on Fontana Boulevard are breaking apart and the situation needs to be addressed before the bricks also start shifting and the road gets worse. Adams stated that he will check with the project contract files to determine if the crosswalks were initially installed by Prairie Tree Landscaping. Adams stated that he will also check with other local contractors to get an estimate on the cost to repair the concrete edge portions of the crosswalks. During the discussion, it was also pointed out the northbound lane of Highway 67 at Fontana Boulevard has a big dip that is affecting emergency response vehicles. Adams stated that as well as the maintenance problem created by the Fontana Boulevard crosswalks, another TIF project that is an area of maintenance concerns is the rusting beach fence that was installed in 2008. Trustee Wilson stated that since the village decided to go with a powder-coated fence, instead of the more expensive wrought iron fencing, there are many areas that are already rusting from the inside out – as the village was warned would be the case at the time. Adams stated that he will contact the contractor for the beach fence project, and well as Jim Lemke from Lemke Fence of Jefferson, to solicit advice on the best method to abate the rust. McGreevy stated that the item will be on the next committee meeting agenda.

Truck No. 3 Utility Box Repair Estimates

Adams stated that he received a quote to repair the old utility box from the 2000 Ford truck that is being sold. Adams stated that a new lining can be installed and the rust removed from the box for \$2,716. A new utility box costs \$8,000 to \$9,000. Once

repaired, the box will be used on the truck being driven by Utility Crew member Dan Gonzalez. Adams stated that if the funds are available in the current budget, he would like to get the work completed right away so it can be mounted on the truck being used by Gonzalez.

Adreani/Sollars 2nd made a MOTION to approve the \$2,716 cost estimate to have the utility box repairs completed as proposed, and if the funds are available in the current budget, to have it repaired immediately. The MOTION carried without negative vote.

L.W. Allen Pump Rebuild Proposal

Barr stated that he received an \$8,345 quote to have the 1,000-gallon Stearns Road backup pump rebuilt. Barr stated that for several years the pump has had to be started by hand when needed for emergency situations, such as for firefighting, in that area of the Village. Following discussion, the committee members reached the consensus that the pump should be rebuilt as soon as possible as it is a matter of fire safety, and Barr or Ceschi may not always be available to get the pump started when needed. The committee members also decided to rank the Stearns Road pump project number two on its priority list, behind the number one item, which is new chlorination equipment for the wells. Kennedy/Sollars 2nd made a MOTION to approve the \$8,345 cost estimate received for rebuilding the Stearns Road 1,000-gallon backup pump, as presented, and to have the project completed as soon as the funding is available. The MOTION carried without negative vote.

Pump P&M

Barr stated that he received a \$4,950 proposal from L.W. Allen, Inc., Madison, to provide lift station inspection and preventative maintenance services. Barr stated that the preventative maintenance plan is for all the Village pumping stations and the Main Lift Station. 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 stated that the proposal can be tweaked and he would recommend approval if the cost is reduced to the \$4,000 range for the first year. Ceschi stated that he will also request a cost estimate for the second year and beyond for the preventative maintenance services agreement.

Update on DNR July 30 Inspection

Barr stated that a Wisconsin DNR inspector recently was impressed with the way the village handles everything for the sewer and water operations, and the Village received high marks on the inspection report.

Update on Abbey Harbor

Barr stated that as well as determining that the Abbey Marina was responsible for leaving a water hose turned on and running into the lake, and that many of the lines leading to individual boat slips were leaking, he and Dave Rex of D&K Services Utility Contractors, LLC, Lyons, also noted several violations when they inspected the water system as directed at the last committee meeting. Barr stated that the state required back-flow prevention devices were not installed on at least 20 water valves and many of the water pipes were leaking under the piers in the Abbey harbor. The committee directed

Barr to meet with Building Inspector/Zoning Administrator Ron Nyman and have him contact Ed Snyder at the Abbey Marina regarding the violations and the need for a schedule to have the repairs completed and the noncompliance items corrected.

Abbey Springs Valves

Barr stated that there is a 1.5-mile stretch of water main in the Abbey Springs subdivision that does not contain any emergency shutoff valves. When there are water main breaks in the stretch, the entire line has to be shut off and drained before the break can be repaired. Rex stated that it takes several hours to drain the line when there are water main breaks, and it wastes thousands of gallons of water. There are currently 47 to 52 residences in the area served by the 1.5-mile stretch, and Barr and Rex are recommending the installation of at least four valves to split the area into segments that can be isolated when necessary. Rex stated that the current cost to purchase the valves is \$1,532 for the 6-inch models, and \$2,132 for the 8-inch models. Rex stated that there are segments of the existing water main line that are 6-inch pipes, and segments that are 8-inch pipes, so the size of valve can't be determined until the pipe is exposed prior to the installation work. Rex stated that the cost for labor will be approximately \$1,945 each for all four of the valves whether they are 6-inch models or 8-inch models. Following discussion, the committee members directed Barr to plan for the immediate installation of two valves on St. Andrews Trail, one on each side of the loop, and to plan to purchase and install the other two valves in 2014. The committee members directed Barr to use the two valves he currently has in stock for emergencies or replacement projects, and if they are the proper size, to have them installed by D&K Services as proposed, and to order two new valves to put into storage; and to plan to order two more valves and have them installed by D&K Services as part of the 2014 budget.

Adreani/Pariser 2nd made a MOTION to direct staff to have the two water line valves currently in stock at the Village of Fontana Utility Department installed as soon as possible by D&K Services Utility Contractors, LLC, Lyons, as proposed in the Abbey Springs subdivision's 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. The MOTION carried without negative vote.

Water Main Break Update

Barr stated that about three weeks ago on a Sunday there was a water main break on Pottawatomie Drive by the lots created and developed by Dennis Condon. The line that broke was the supply line to the water tower. Barr stated that the fill used by Condon when burying the water line was not high quality and it contained rocks that rubbed up against the line and eventually broke through. Kennedy stated that all village water lines should be required to be bedded in sand for all future construction projects.

New Jetter Heads for Culverts Proposal

Barr stated that with the installation of new culverts along South Lakeshore Drive, they will need to be maintained and the regular sewer wands will not be adequate. Barr stated that a new jetter head will cost about \$800 to \$900. Following discussion, the committee members directed Barr to plan for the purchase of the new jetter heads in 2014 and to add the item to the 2014 budget priority list, which will be reviewed and finalized at the next

monthly meeting.

Water School Update

Barr stated that one of the required courses new Utility Department employees Gonzalez and Perepell need to complete to earn their state water licenses is not offered online, and the goal is to have Gonzalez licensed by November and Perepell licensed as soon as possible following his August 26, 2013 start date. Barr stated that the groundwater course is being offered in the near future in Plover, and it would cost \$95 per day for four days of classes. Barr stated that Gonzalez has a brother who lives about 20 miles away from the Plover classroom and he could spend the night at his brother's in order to keep expenses down. Barr stated that the other required courses are all available online. Following discussion, the committee members reached the consensus that both Gonzalez and Perepell should be directed to enroll for and attend the course in Plover and the Village should pay for the tuition, travel and lodging expenses.

Kennedy/Pariser 2nd made a MOTION to direct Utility Department employees Daniel Gonzalez and Lukas Perepell to enroll for and attend the required water licensing course in Plover and to have the Village pay for the tuition, travel and lodging expenses. The MOTION carried without negative vote.

Water Meter Installations, Purchase Plan for New Meters and MXUs

Barr stated that he installed all the new meters that were in stock, so more had to be ordered. Barr stated that the changing out of the old, manually read meters with the new meters that are read remotely through radio units still has to be completed in the Country Club Estates subdivision. Barr stated for the last quarterly billing period, there were about 150 "zero reads" which had to be taken manually. Barr stated that a letter has to be mailed out to the property owners requesting that they contact the Village to schedule change-out appointments. Following discussion, Barr was directed to work with village staff to have the letters mailed out and meter changes scheduled, and to plan for the purchase of more meters in the 2014 budget.

Personnel Issues

Utility Crew employee Lukas Perepell will be starting on Monday, August 26, 2013 following the successful completion of the pre-hiring background check. McGreevy stated that the Village Board approved a motion at its August 5, 2013 meeting to authorize retroactive \$6 an hour raises for Barr and Adams, but the raises were not reflected on their subsequent payroll checks. McGreevy stated that the administration is trying to get the raises reversed and claims are being made that the approved pay raises and new employee hiring expenses will exceed the budget. McGreevy stated that there is a difference in the estimated impact of overtime expenses. A special Village Board meeting has been scheduled for Monday, August 19, 2013 and the raises are on the agenda. McGreevy stated that Street Crew member Kevin Kohley has requested that the committee review his official starting date that has been registered with the Wisconsin Retirement System and the Wisconsin ETF. Martin stated that staff enrolled Kohley for the WRS when he was hired based on the motions approved by the Village Board at the time. The first motion approved stated that Kohley was going to be a part-time employee for a period of time and then elevated to fulltime. The Village Board approved a motion

at a subsequent meeting to promote Kohley to fulltime. McGreevy stated that Kohley informed him that he has worked a fulltime schedule since the first day he began with the Village of Fontana. Martin stated that there is a correction process for the WRS if errors are made or discovered at any time prior to a participant's retirement and up to several years following retirement; however, the item was not specifically on the agenda. The committee directed that the item be included on the next meeting agenda for a recommendation to the Village Board.

Next Meeting

The next meeting was scheduled for Saturday, September 14, 2013 beginning at 8:00 am.

Adjournment

Adreani/Kennedy 2nd made a MOTION to adjourn the meeting at 10:03 am, and the MOTION carried without a negative vote.

Minutes prepared by Village Clerk Dennis Martin
Approved: 9/14/2013