

**MINUTES  
PUBLIC WORKS COMMITTEE MEETING  
Thursday, November 14, 2013  
7:00 am Allouez Village Hall**

Present: T. Flucke, P. Zeller, C. Berndt, R. Gast

Excused: L. Green

Others Present: Roger Retzlaff, Brad Lange, Bob Lamine

The meeting was called to order at 7:05 am

1. APPOINT CHAIRMAN – **Motion Gast/Flucke to appoint Zeller as chairman. Motion carried.**
2. MODIFY/ADOPT AGENDA - **Motion Zeller/Gast to approve the agenda as presented. Motion carried.**
3. APPROVE MINUTES FROM October 10, 2013 MEETING – **Motion Gast/Flucke to approve minutes dated October 10, 2013. Motion carried.**

OLD BUSINESS:

4. DISCUSSION/ACTION: CONSIDER REVISION TO APPROVED STREET DEPARTMENT POSITION HIRE - (DPW Berndt) Berndt explained what he would like to do with the street department position which will need to be filled upon retirement of Dan Metzner. He would like to change the hire from a special equipment operator to a special equipment operator/mechanic and therefore be able to go back to the applications received upon last hire of special equipment operator/mechanic. Flucke explained why she is not in favor of handling the replacement as outlined. We are in need of a special equipment entry level operator and do not have need for a mechanic at this time. If that is a need in the future a well thought out plan should be developed and an employee position description and appropriate salary set. Flucke's understanding was that Mr. Lamine would like to be moved to operations in the near future. Mr. Lamine stated probably in 10 -15 years he would consider shifting to operations. Discussion was held in regard to a wage for the position. **Motion Zeller/Gast to revert back to the October 10<sup>th</sup> decision to proceed with special equipment operator hiring with wage range of \$18.00 - \$20.00 an hour. Motion carried, Berndt opposed.**

NEW BUSINESS:

5. DISCUSSION/ACTION: HOFFMAN ROAD PRELIMINARY DESIGN REVIEW: Berndt reviewed the design plans for the Hoffman Road Project. He explained the cross section for the road between Webster and Libal. This section will be an overlay with 2 twelve foot travel lanes, 2 five foot bike lanes, 8 foot parking lane on south side and sidewalks on both sides of road. The County will pay 100% of paving of section and 50% of curb and gutter replacement and sidewalk. The east section is a total reconstruct to an urban section with 2 twelve foot travel lanes, 2 five foot bike lanes and sidewalks. We are also looking into how to provide access to the East River Trail Path which is located on the north side of Hoffman. This will be discussed further in the future with the Parks Director to get his input and insight. Berndt explained the bridge is 40 feet wide so it can easily accommodate travel lanes, bike lanes and sidewalks. He also explained and showed

preliminary designs for the roundabout at Hoffmann and Libal and explained there would not be a roundabout at East River and Hoffman but it would have designated turn lanes. Informational item only at this time.

6. DISCUSSION/ACTION: STAFF POSITION FOR WATER METER REPLACEMENT PROJECT: (DPW Berndt) Berndt explained the position and how he would like to fill it. He has checked into contracting for the position and hiring a limited term employee to fill the need. Basically the position is needed to begin installing the new water meters. He recommends we hire an employee to work approximately 225 days a year because it will be much cheaper and he feels we can find a qualified candidate. We budgeted \$75,000 for this work. **Motion Gast/Zeller to proceed with the hiring for this position at a rate of \$18.00 an hour. Motion carried.**
7. DISCUSSION/ACTION: REQUEST TO EVALUATE A LICENSED COMPOSTING FACILITY AT THE VILLAGE FARM SITE (DPW Berndt) **Motion Zeller/Gast to postpone to December meeting if ready for discussion. Motion carried.**
8. DISCUSSION/ACTION: SELECTION OF FINANCIAL CONSULTANT FOR THE PHASE 2-A RECONSTRUCTION PROJECT (DPW Berndt) Berndt explained we receive two proposals for the borrowing project – Ehlers and Springsted. Both proposals provide the same services although Springsted is at a lower cost. It was discussed that Ehlers has done a lot of work for us recently and done a nice job. **Motion Gast/Flucke to recommend we hire Ehlers for the work but ask them to match the Springsted proposal cost.**
9. ADJOURN – **Motion Gast /Zeller to adjourn at 8:08am. Motion carried.**

Minutes completed by: Tracy Flucke, Administrator

# VILLAGE OF ALLOUEZ

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## Water Utility

### STAFFING FOR THE WATER METER REPLACEMENT PROJECT

The Water Meter Replacement Project will require considerable manpower to install the new water meters. This is to implement a plan to install the new meters.

There are about 1,500 water meters to install each year over a four year period. It is possible for one operator to install a10 water meters or slightly more per day. This means that 150 working days are needed each year. Existing staff cannot take on this workload.

In addition, the project is behind the original plan due to the complex procurement project and the installation of the infrastructure (antenna, ground station, etc) for the project. It is anticipated that the infrastructure will be operational in late December. We are just now receiving the new water meters. For 2014 we will have to install as many meters as we can to catch up with the schedule. It will take until into mid-2015 to actually get up to date.

Note that we have installed a small number of residential meters, and a number of the larger meters. Our staff have installed these meters.

We have considered a number of alternatives to meeting the staffing requirements. The lowest cost alternative is to hire a limited-term employee to work full-time on meter installation. At 150 days of work, for 1500 meters installed, at the benefits level offered the cost will be \$34,600. This is a limited term employment—when the meter work is completed the employment ends. This is meter installation only. The employee will not do any other work to detract from the meter project.

To catch up with the schedule we will work this individual about 225 days each in 2014 and 2015. At 225 days per year the cost is \$51,800 per year. The original budget was for \$75,000 per year for labor.

If we contract with another meter supplier or with a consultant to assist with meter installation the cost will be at least \$40 per hour. A \$50 per hour cost is more realistic. This is an annual cost of at least \$72,000 per year.

The meter installation schedule includes one or two evenings per week plus some Saturdays. The approach will be similar to the cross-connection survey work—go by area blocks for the installs. Letters will be mailed to residents in these blocks to explain the process. When a resident is not at home a door hanger will be used for the resident to call-in for an appointment. We would begin this process in late December or early January.

Approval is requested to proceed with a limited term employee at a rate of \$18 per hour plus benefits, and requiring some experience with a water utility/water meters.