

**MINUTES  
PUBLIC WORK'S COMMITTEE MEETING  
Thursday December 10, 2015  
7:00 A.M., Allouez Village Hall**

Present: Rick King, Jim Rafter, Jim Genrich, Lynn Green  
Excused: Randy Gast  
Also Present: Craig Berndt, Brad Lange, Dan Roarty, Dave Hemstreet.

1. MODIFY/ADOPT AGENDA  
Motion to approve agenda with Item 4 moved to after approval of the minutes by Green. Second by Genrich. Motion carried.
2. APPROVE MINUTES from the November 12th Meeting.  
Motion to approve the minutes by Rafter. Second by King. Motion carried.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

3. DISCUSSION/ACTION: APPROVAL OF WATER UTILITY OPERATOR POSITION HIRE (DPW Berndt).  
Mike Mahloch is promoted to Water Utility Foreman effective on the retirement of Dave Selissen as a result of the advertising and evaluation of candidates for this position. As a result, it will be necessary to fill the open operator position resulting from the promotion. The attached memo explains the justification and the position description. An entry level operator will be sought. This is felt to be the best approach if a good candidate can be found.  
  
Motion by Genrich to **Recommend to the village board proceeding with filling the vacant operator position with an entry level Water Utility Operator as described in the attached memo.** Second by King. Motion carried.
4. DISCUSSION/ACTION: VACATING A PORTION OF RIVER LANE (DPW Berndt).  
The attached memo discusses this request. This property is a portion of River Lane that is not utilized by the village. The property is only a part of the street and the adjacent parcel is privately owned. It is a better use of this property to convey it to the adjacent property owner. The process to vacate and transfer the property involves legal process and public notice. The adjacent property owner has requested the vacation and is willing to pay for the costs.

Motion by Genrich to **Recommend to the village board to proceed with vacating the property parcel with the owner to pay all costs of the proceedings.** Second by Green. Motion carried.

5. DISCUSSION/ACTION: PICKUP TRUCK PURCHASES 2016 BUDGET (DPW Berndt).

The 2016 Public Works and Water Utility budgets include the purchase of two pickup trucks—one for the Water Utility and one for Public Works. The two trucks replaced will go into the fleet for backup/seasonal staff use, and two oldest pickup trucks will be junked as they are beyond reasonable repair. The attached memo lists the bids. The two Ford trucks from Dorsch Ford are recommended for purchase.

Motion by Green to **Recommend to the village board purchase of two pickup trucks as bid in the attached memo.** Second by Genrich. Motion carried.

**DISCUSSION:**

6. DISCUSSION: Spill Prevention Control and Countermeasures Plan for Village Hall

A Spill Prevention Control and Countermeasures Plan has been prepared for the village hall for the fuel and oil storage facilities. This puts the village in compliance with federal regulations for oil storage. This is for information.

Berndt provided further discussion on the engineering services budgets in the minutes from the last committee meeting, and a change to the current water main project to add \$42,000 to the construction observation budget to include this cost as a loan reimbursed cost. This additional cost is due to the longer length of the construction project and an original budget established at too short of a project schedule. However, the project construction is expected to be about \$80,000 below budget since all work is completed at this time except for the Webster bridge water main next fall.

7. ADJOURNMENT

Motion to adjourn at 8:05 am by Genrich. Second by Rafter. Motion carried.

Minutes by B. Lange and C. Berndt.  
December 10, 2015

# VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453  
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

## Department of Public Works

### APPROVAL OF WATER UTILITY OPERATOR I POSITION HIRE

Approval to hire a replacement for the position vacated by the internal promotion to water foreman is requested.

Attached is the position description for a Water Utility Operator I position. It is proposed to hire an entry level operator for the department.

The salary range to be offered is \$42,544 to \$46,298 depending on qualifications.

The position is intended to be filled as of April 1, 2016.

C. Berndt, December 4, 2015



**VILLAGE OF ALLOUEZ**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Water Utility Operator I

**APPROVED:** May 19, 2015

**REPORTS TO:** Water Department Foreman

**FLSA:** Non-exempt

**JOB PURPOSE:** Entry level position in the Water Department responsible for assisting in operation of the water distribution system including data acquisition, data processing, system monitoring, basic system operations, and emergency calls. This position is also responsible for water system maintenance and repairs including system flushing, hydrant maintenance, emergency repairs, and other maintenance duties.

**DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Assists in operation and maintenance of the water distribution system including reservoirs, pump stations, and wastewater lift stations.

Assists the water meter replacement program.

Assists in emergency calls by serving on-call for water main breaks and service leaks.

Assist in routine water sampling and testing for regulatory compliance.

Performs maintenance and repairs of hydrants and valves including flushing.

Assists with inspection of construction projects including sanitary, water and storm sewer installation.

Provides utility locate services.

**POSITION QUALIFICATIONS:** A 2-year associate degree in a water supply and distribution or relevant field, or a minimum of one year work experience in a water utility, and proficiency in computer skills are required. The individual must reside within the geographic area so that a reasonable response time is ensured for emergency call-in.

**KNOWLEDGE, SKILLS AND ABILITIES:** Individual must be willing to learn and be able to achieve WDNR operator certification within 3 years. The Water Utility will train the individual in the operation and maintenance of the system. Knowledge of the methods, practices, materials and equipment used in the maintenance and operation of water systems is desired but not required. Computer skills are required for this position. The ability to work cooperatively with others and to deal effectively with the public is required.

**SUPERVISION / DECISION MAKING:** This position does not supervise others. Receives general supervision and works alone on routine work from standard practices and procedures.

**INTERACTION:** Frequent inside and outside contacts with co-workers, suppliers, immediate supervisor and residents. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems.

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## Department of Public Works

### VACATING A PORTION OF RIVER LANE

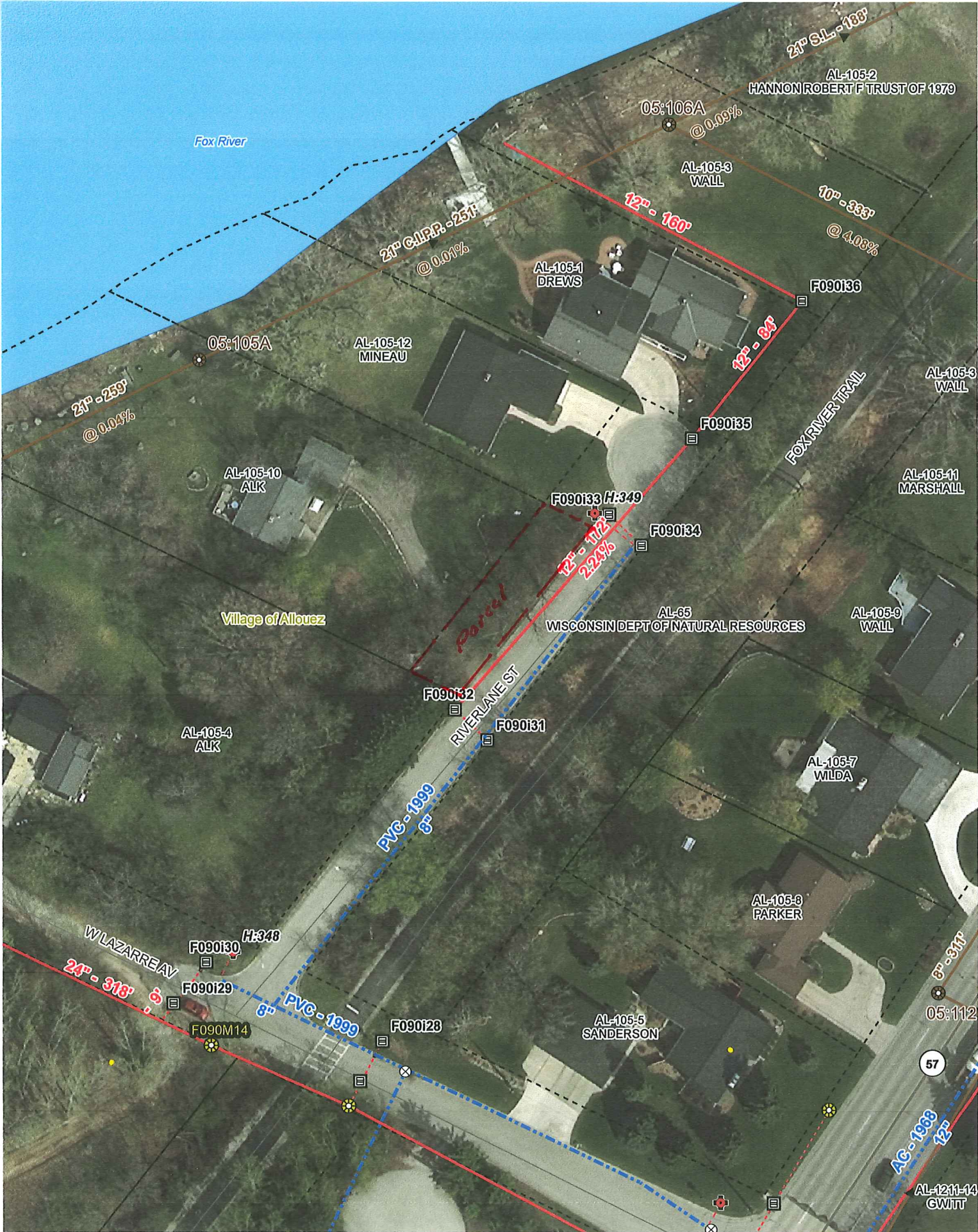
The parcel in question is the 25 ft wide street right of way adjacent to Parcel AL-105-10.

A variance was recently granted to the Helmstreet's to be able to plant in this right of way parcel, and to build their home within the normal setback from the street.

This 25 ft wide parcel is not of use to the village. The street is maintained and the homes on this street are serviced using the existing roadway.

The adjacent property (AL-105-4) does not have this same 25 ft right of way parcel. So maintaining this parcel under village ownership does not offer value to the village.

It is proposed to make this 25 ft wide parcel available to the Helmstreet's if they agree to pay for the legal and administrative costs for the property transfer. The village assessor would be contacted with regard to the value of the property and any purchase cost.



Fox River

AL-105-2  
HANNON ROBERT F TRUST OF 1979

05:106A  
@ 0.09%

AL-105-3  
WALL

10" - 333'  
@ 4.03%

21" C.I.P.P. - 251'  
@ 0.01%

AL-105-1  
DREWS

F090136

05:105A

AL-105-12  
MINEAU

12" - 84'

21" - 253'  
@ 0.04%

AL-105-10  
ALK

F090135

FOX RIVER TRAIL

AL-105-9  
WALL

AL-105-11  
MARSHALL

F090133 H:349

F090134

12" - 112'  
2.24%

Village of Allouez

AL-65  
WISCONSIN DEPT OF NATURAL RESOURCES

AL-105-9  
WALL

F090132

RIVERLANE ST

F090131

AL-105-4  
ALK

AL-105-7  
WILDA

PVC - 1999  
8"

AL-105-8  
PARKER

W LAZARRE AV

F090130

H:348

F090129

PVC - 1999  
8"

F090128

AL-105-5  
SANDERSON

05:112

24" - 318'

F090M14

57

AC - 1968  
12"

AL-1211-14  
CWITT

November 19, 2015

Mr. Craig Berndt, Director of Public Works  
Village of Allouez  
1900 Libal Street  
Green Bay, WI 54301-2453

RE: Village consideration to vacate public space at 2606 River Lane

Dear Craig:

Dave and Chris Hemstreet would like to pursue a course of action with the Village that will lead to the Village vacating the Public Space between their property at 2606 River Lane (Parcel AL-105-10) and the street. The Hemstreets ultimately would like to join this parcel to their current property.

It is understood that the Village would not expect to incur any expense in this transaction. Costs for publication notices and legal work would be bore by the Hemstreets. I concur with your assessment that these costs might be +/- \$2,000.

It is further understood that there is a value to this parcel. At the same time, there is a value to the work the Hemstreets will be providing as they eradicate the invasive species (as part of the variance granted earlier this month) that grow in the public space. I respectfully suggest that the eradication could be considered compensation enough for the parcel. Regardless, this is left to the Village for their consideration.

Please advise what information or forms I should provide or what steps or actions I can take on behalf of the Hemstreets to have this issue before the Village. We can move as quickly as the process will allow.

Let me know if you have any questions or comments. Please acknowledge that this letter is sufficient to begin this process or indicate what more I should do.

Thank you,

Dan Roarty, AIA

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### PICKUP TRUCK PURCHASES 2016 BUDGET

Two pickup trucks were included in the 2016 budget. One truck is to replace the water foreman's truck and the other truck is to go into the Public Works Department fleet. The two used trucks being replaced will remain in the fleet and used as backups and seasonal help use.

Two existing old pickup trucks will be junked/sold as these two trucks are 15 years old and repairs are not cost effective.

The quotations are as follows:

#### Water Dept Truck

This is a basic truck with an extended cab (needed for hauling MMI and plans) and an 8-foot box (needed for valve turning tools).

Dorsch Ford                      \$25,299

Broadway Ford                  \$26,316

The Dorsch Ford truck at \$25,299 is recommended for purchase.

#### Public Works Street Dept Truck

This truck is a basic 4x4 pickup with a 5 liter engine.

Dorsch Ford                      \$25,126

Gandrud Chevy                  \$25,628

Broadway Ford                  \$25,918

Gandrud Dodge Ram          \$29,811

The Dorsch Ford truck at \$25,126 is recommended for purchase.