



**Village of Hobart**

Village Office 2990 S. Pine Tree Rd, Hobart, WI  
[www.hobart-wi.org](http://www.hobart-wi.org) - [www.buildinhobart.com](http://www.buildinhobart.com)

Notice is hereby given according to State Statutes that the **PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE** of the Village of Hobart will meet on **Monday February 10<sup>th</sup> 2020 at 6:00 P.M.** at the Hobart Village Office. **NOTICE OF POSTING:** Posted this 7th day of February, 2020 at the Hobart Village Office, 2990 S. Pine Tree Rd and on the village's website.

**MEETING NOTICE – PUBLIC WORKS AND UTILITIES ADVISORY COMMITTEE**

**Date/Time: Monday February 10th 2020 (6:00 P.M.)**

**Location: Village Office, 2990 South Pine Tree Road**

**ROUTINE ITEMS TO BE ACTED UPON:**

- 1. Call to order/Roll Call:** Meeting called to order at 6:00pm by Ed Kazik. Roll call: Ed Kazik, Dave Baranczyk, Richard Happel, Don Dahlstrom, David Smith were present. Tim Carpenter, Dan DeRuyter, Kyle Schmitz were excused.
- 2. Certification of the open meeting law agenda requirements and approval of the agenda.** Motion made by Ed Kazik, second by D. Dahlstrom to approve agenda. The motion passed unanimously.
- 3. Approval of Minutes – August 12th 2019.** Motion made by R. Happel, second by D. Dahlstrom to approve August 12, 2019 minutes. The motion passed unanimously.

**ACTION ITEMS**

- 4. DISCUSSION AND ACTION – Review of DPW work categories to project future equipment, staffing levels and possible outsourcing required for current and expected growth of Public Works.** Jerry Lancelle, Public Works Coordinator spoke with the committee and presented a chart of jobs that are being taken care of by staff and those being contracted out. He asked for members to review all jobs performed by the Public Works and recommend options including outsourcing or if additional staff should be considered. There are 4 DPW staff members and Mr. Lancelle. We do hire seasonal workers for mowing tasks and snow plowing at times.

The members asked about each job and how many man hours were spent on the task. Mr. Lancelle presented a chart with all the man hours listed for specific jobs, plowing, mowing, tree trimming, and road maintenance work etc. He said that there are times, there are just not enough people to do the work and some of the tasks are falling behind where he would like to have them. The committee asked how many men were required for shouldering, Mr. Lancelle said depending upon the road, it takes 3 or 4 people. While the crew is working on shouldering for a week, no other jobs are being done.

The yard waste / brush collection is a very popular program for residents. It does have drawbacks. Disposing of the materials is becoming quite costly due to the amount of material and distance to the dump sites. We are currently looking for an additional dump site for brush as well as yard waste. Depending upon the year and number of storms, we have to empty the bins more often. Committee members would like to investigate a closer site possibly for brush collection that would allow collection of larger amounts. The larger amounts would then be chipped all at one time. This would save time and cost because it would be less time hauling materials. Every time a man has to load the truck and drive to haul it takes him away from another task that could be done.

Mr. Lancelle spoke about the number of storm water inlets to be inspected, sanitary lines to be inspected and water valves to be turned, etc. Mr. Lancelle asked the committee to also consider that if another staff person is added, additional equipment may be necessary as well.

Discussion took place on the possibility of cost sharing with another one or two municipalities for some equipment costs. Rental costs will also be considered. The purchase of a "Hot Box" might be a good idea because it will extend the months when patching can occur. It would reduce the time driving back and forth to pick up loads of patching materials in the colder months. Committee members would

like to see cost estimates for contracting out those tasks they are considering to outsource and man-hour and costs for inhouse work.

Shouldering – in house

Tree Cutting – In house unless use of a bucket lift necessary

Crack Filling – Contract out

Street Light Repair – Contract out

Banner Placement – In house – have to rent bucket lift

Lawn Mowing – In house

Weed Spraying – Contract out for parks boulevards and (in house for guard rails)

Yard Waste / Brush – In house

Street Sweeping – Contract out

Custodial Duties – In house for DPW & Fire Stations – Contract out Office may need new service in 1-2 years

Sewer Cleaning & televising – Contract out - Vac Truck – 60C/foot we do ¼ of all lines every year, they have held their pricing for us typically \$20,000-\$25,000/year

Water Valve Exercising - in house

Sanitary Inspections - in house

Storm Inspections – in house

Hydro Inspections – in house

Park equipment maintenance, mulch, repair – in house

GIS updates & inputs – In house – all utility features, grades, all water, sewer storm to be completed soon. Then any new additions are required to submit electronic data to us.

Hydrant Flow Testing – in house. DNR requirements – we need to increase amount completed.

Meter Reading – 1,800 services, replace & test meters every 10 years, quarterly readings.

Inspect all curb boxes - in house

Lateral installations – in house we have no lead services in village.

Cross Connections – in house for residential

Cross Connections Commercial – Contract out – we should do the inspections, charges to be added/amended to the Fee Schedule it is required every 2-years.

Culvert Inspections – in house – 25% of all culverts inspected annually.

Street Sign Maintenance – in house – we do approx. 40 regulatory & street signs annually

Snow Plowing – in house – takes all manpower – no other jobs being completed while plowing, use seasonal when available as well to reduce overtime hours when possible.

Ditch mowing – in house – 2-mowers used, flail & rotary. Share tractor with Town of Lawrence, share in cost for maintenance & repair / hour used by each community.

Ditch cleaning / grading – in house – have to rent a machine – mini excavator 3-man operation minimum Contract out? Compare costs.

Landscape maintenance – in house – all round-a- bouts, boulevards, buildings – seasonal worker plus 1 or 2 crew members depending upon time of year and amount of brush/ clippings etc.

Pot hole patching – in house – could use “Hot Box” for material and extend the work into the winter / fall by keeping the asphalt warm.

Staff will begin the process of gathering information and costs, results will be brought back to the committee as they are completed for review starting with the March meeting.

## **5. UPDATE – Director and Activity Reports**

The activity report agenda item allows Village Staff to apprise the Committee and Public of any new or time-sensitive information. Activity Reports may be given verbally and/or in writing. Mr. Lancelle reported that the bids for roadwork were released. Roads to be considered are Dream Lake Rd., Maple View, Acorn Drive, Bay Ridge, N. Pine Tree. There are also 30 inlets in Thornberry Creek that will be repaired this year.

**6. ADJOURNMENT:** Motion made by Ed Kazik second by Dick Happel to adjourn. The motion passed unanimously. Meeting adjourned at 8:15pm