



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, November 14th 2022, at 5:00 P.M. at the Hobart Village Office. NOTICE OF POSTING: Posted this 10th day of November 2022 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, November 14th 2022 (5:00 P.M.)
Location: Village Office, 2990 South Pine Tree Road

ROUTINE ITEMS TO BE ACTED UPON:

1. Call to order/Roll Call.
2. Certification of the open meeting law agenda requirements and approval of the agenda.
3. Approval of Minutes – September 19th 2022 Meeting (Page 2)
4. Public comments on non-agenda items.

ACTION ITEMS

5. DISCUSSION AND ACTION – Updated job description for additional Public Works Crewmember in 2023

6. DISCUSSION AND ACTION – Review proposed new signage for currently uncontrolled intersection of Indian Trails and Arapahoe

7. 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.

8. ADJOURNMENT

Aaron Kramer, Village Administrator

MEMBERS: Vanya Koepke (Village Board), Dave Dillenburg (Village Board), Dave Baranczyk, Dan Deruyter, Richard Happel, Don Dahlstrom, David Smith, Kevin Gannon (Alternate)

NOTE: Page numbers refer to the meeting packet. All agenda and minutes of Village meetings are online: www.hobart-wi.org. Any person wishing to attend, who, because of disability requires special accommodations, should contact the Village Clerk-Treasurer at 920-869-1011 with as much advanced notice as possible. There may be a quorum of the Village Board of Trustees in attendance at this meeting, although no official Board action or discussion will take place.



Village of Hobart Public Works & Utilities Advisory Committee Minutes
Hobart Village Office; 2990 S. Pine Tree Rd, Hobart, WI
Monday, September 19, 2022 – 5:00 pm

1. Call to Order, Roll Call:

The meeting was called to order by Dave Dillenburg at 5:02 pm. Roll call: Dave Dillenburg, aye; Vanya Koepke, aye; Dave Baranczyk, aye; Dan Deruyter, aye; Don Dohlstrom, aye; Richard Happel, aye; David Smith, aye; Kevin Gannon, aye.

2. Certification of the Open Meeting Law Agenda & Approval of the Agenda:

Motion by Kevin Gannon, seconded by Dave Baranczyk, to approve the agenda as presented. All in favor. Motion carried.

3. Approval of Minutes:

Motion by Dave Dillenburg, seconded by Richard Happel to approve the August 11, 2022 minutes as presented. All in favor. Motion carried.

4. Public Comment on Non-Agenda Items:

None

5. Review and comment on proposed 2023 Road Capital Improvement Plan:

Public Works Director Jerry Lancelle gave a review to the committee on the 2023 Road Capital Improvement Plan. Motion by Kevin Gannon to approve as presented, seconded by Don Dahlstrom. All in favor. Motion carried.

6. Continued review of DPW work categories to project future equipment, staffing levels and possible outsourcing required for current and expected growth of Public Works:

Public Works Director Jerry Lancelle gave a review to the committee. Motion by Don Dahlstrom, seconded by Dave Baranczyk to hire 1 more Full-Time employee and 1 more Temporary (Seasonal) employee and to promote a current employee within the PWD to a working Foreman in 2023. All in favor. Motion carried.

Motion by Dan Deruyter, seconded by Richard Happel to approve outsourcing for a cleaning service and purchasing equipment as outlined in the summary, as the budget allows. All in favor. Motion carried.

7. Adjourn:

Motion by Don Dahlstrom, seconded by Dave Smith to adjourn meeting. All in favor. Motion carried. Meeting adjourned at 7:12 pm.

***** POSITION ANNOUNCEMENT*****

Village of Hobart, WI

PUBLIC WORKS & UTILITY CREW MEMBER

The Village of Hobart, WI, (population ~ 10,000 and growing) is high-end community within the Green Bay Metropolitan area with rapidly expanding residential and economic growth. Hobart is seeking a motivated, skilled and ambitious individual for the position of Public Works & Utility Crew Member to join our team.

The position performs work in the installation, maintenance and operation of Village infrastructure and facilities such as buildings & grounds, roads, ditches, storm sewer, sanitary sewer and water distribution. Additionally, this position is responsible for snow and ice removal and requires rotational weekend duties for which the employee is additionally compensated.

Requirements include: a high school diploma or GED; knowledge of municipal water, sewer, storm sewer and road construction and maintenance; valid WI Driver's License and Class B CDL (or ability to obtain CDL within 6 months of hire) with a good driving record. Prior experience of at least 2 years in a public works-related field, including operation of plow trucks, is highly desirable. This is a non-exempt position, scheduled for 40 hours per week. The position's starting pay is \$22.00 per hour. The Village offers excellent, inexpensive health insurance for the employee and his/her eligible dependents. Village retirement contributions, dental insurance and other fringe benefits also come with employment. Preference will be given to candidates living within reasonable distance from the Village.

Interested applicants should review the full job description, recruitment instructions and other Village information on the Village homepage (www.hobart-wi.org). Please direct recruitment questions via email to Jerry Lancelle, Director Public Works at Jerry@hobart-wi.org. The Village is accepting applications until filled, first review of applications will take place on January 30th, 2023.



Job Description

POSITION TITLE: Public Works & Utility Crew Member

FLSA Category: Non-Exempt

Department: Public Works

Pay Type: Hourly

Reports To: Director Public Works

Starting Rate: \$22.00

Supervises: N/A

Employment Classification: Full Time

JOB SUMMARY

The Department of Public Works & Utility Crew Member is a regular hourly position (minimum 40 hours/week). Provides general labor and technical skills in support of the delivery of public services, including, but not limited to; sanitary, storm and water utilities, maintenance of public streets and right-of-way, forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, and maintenance of vehicles and equipment. The position is required to perform weekly "on-call" duties on a weekly rotational schedule

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintenance and operation of wells, hydrants and valves including data and water sample collection.
- Performs installation of water meters, leak detection and inspections, and customer service complaint investigations.
- Performs sewer main and manhole repairs; inspects, televises, and analyzes sewer main problems.
- Using locator and record drawings, accurately locates and marks electrical, fiber optic, water, sanitary, and storm sewer mains and laterals as needed. Verifies accuracy of field data and coordinates as necessary with maintaining Village GIS mapping and data.
- Accurately reads and records water meter readings and coordinates with the Utility Clerk. Performs final meter readings as assigned. Tests and records data for meter maintenance.
- Maintains public streets and right-of-way. Removes snow, performs salting and ice control, clears walks and trails, installs snow fence, brush pick-up, debris removal, minor to major pavement repair, flatwork, street tree management.
- Assists in maintenance of parks and other public grounds as assigned.
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning.
- Install and repair street signs and posts and knowledge of MUTCD guidelines.
- Performs duties as assigned in the maintenance and operation of the Village yard waste site.
- Operates various major equipment and vehicles as necessary to carry out duties assigned including snowplows, dump trucks, tractors, backhoes, sewer cleaning equipment.
- Performs minor vehicle and equipment maintenance and upkeep.
- Assist in maintaining and managing department inventory of supplies, materials, tools, signs, etc.
- Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations, and rules to their supervisor.

- Performs related duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate a variety of tools and equipment Used in Public Works and facilities maintenance.
- Ability to maintain equipment and vehicles assigned to operate and evaluate when such maintenance or repairs can be completed in-house or requires outside services.
- Ability to manage multiple work assignments, prioritize, and complete all assignments accurately and in a timely manner.
- Ability to take direction, facilitate communication, resolves problems, work individually and as part of a team, receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to comprehend and operate electronic devices and software, including Microsoft products, GIS, and SCADA systems
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans and record drawings.
- Ability to record and deliver information, explain procedures, and follow directions and instructions accurately and in a timely manner.
- Ability to communicate effectively and courteously with the public, board members, administration, supervisors, other Village employees, construction contractors, and others.

MINIMUM EDUCATION AND EXPERIENCE:

- Minimum education shall include a high school diploma or GED. Post-secondary education in a public works-related field is desirable.
- Previous experience of at least two (2) years in municipal public works is preferable, but not required.
- Valid WI Driver's License (class D) and a class "B" endorsement for a Commercial Driver's License (CDL).
- Must pass a post-employment offer drug screen and physical along with periodic testing required for the maintenance of CDL License.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Public Works & Utility Crew Member must be able to perform manual tasks requiring physical strength and the ability to lift up to 100 pounds, subject to working in extreme weather conditions along with the ability to sit, stand and walk and do repetitious tasks for an extended period of time. Crew Member must be available for emergency calls at any time of the day or night in any instance of snow emergencies, infrastructure failure.



Part of Brown County WI
Map printed on 10/12/2022

1:720
1 inch = 60 feet*
1 inch = 0.0114 miles*
**original page size: 8.5"x11"*
Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap
- "hooks" indicate parcel ownership crosses a line

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

This is a custom map created by an online user of GIS map services provided by Brown County Municipalities, Brown County, Brown County WI

A complete key (legend) is available at:
tinyurl.com/BrownDogLegend



(920) 448-6480
www.browncountywi.gov