



AGENDA
City of Milton
Public Works Committee
Tuesday, May 6, 2014
6:00 p.m.
SHAW MUNICIPAL CENTER
Council Chambers, 430 E. High Street

1. Call to order
2. Approve Agenda
3. Approve Minutes – April 2, 2014
4. Engineers Report
5. Informational Attachments
 - a. Equipment Maintenance Log
6. Informational Update: Progress of Sidewalk Installation from Lamar Park and Liberty Park.
7. Discussion and possible action regarding a request from Milton Food Pantry for topsoil at 36 Hilltop Drive.
8. Discussion and possible action regarding approval of an Eagle Scout Project for Hunter Frye at the Milton East Cemetery.
9. Discussion and possible action regarding the traffic signals at High Street and Janesville Street.
10. Discussion and possible action authorizing a policy change in delinquent water bill collection operating practices
11. General Items
12. Next Meeting – Tuesday June 3, 2014 (second floor of Shaw Municipal Building)
13. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 430 E. High Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

City of Milton
Public Works Committee ~ Wednesday, April 2, 2014

Call to order

Chairperson Ald. Maxine Striegl called the meeting to order at 6:32 pm.

Present: Chairperson Ald. Maxine Striegl, Ald. Nancy Lader and Ald. Dave Adams.

Also Present: Ald. Don Vruwink, City Administrator Jerry Schuetz, Director of Public Works Howard Robinson, City Clerk Michelle Ebbert, City Engineer Gary Vogel and Alderperson-Elect Lynda Clark.

Approve Agenda

Ald. Adams moved to approve the agenda. Ald. Lader seconded the motion and carried.

Approve Minutes – March 4, 2014

Ald. Adams moved to approve the minutes. Chairperson Ald. Striegl seconded the motion and carried. Ald. Lader abstained.

Engineers Report

Gary Vogel Baxter & Woodman was present to review the engineers report. Ongoing work at the treatment plant for the clarifier covers and phosphorous testing was reviewed. Work continues on the design of the wellhouse number 2 and Hilltop detention basin.

No action was taken.

Informational Attachments

- Equipment Maintenance Log

No action was taken.

Discussion and possible action regarding Public Works Department Summer Schedule

Director Robinson reviewed the proposed summer schedule for the department. The schedule would start on Monday April 21 and run until the Monday after Thanksgiving.

- Monday -Thursday 6:30-3:30 (9 hours) Friday 6:30-10:30 (4 hours).
- Weekend work would be 6:30-11:00. This schedule works out to 40 hours per week.
- On Memorial Day and Labor Day they would work an extra hour, until 11:30, on Friday.
- For the 4th of July, they would work until 11:30 on July 3rd.
- On Thanksgiving week, they would work until 12:30 on Wednesday.

Ald. Adams moved to recommend that the Common Council approve the summer schedule for the Public Works Department April 21 thru the Monday after Thanksgiving. Ald. Lader seconded the motion and carried.

Discussion and possible action regarding the use of urban forestry grant monies for Veteran's Park development and the PD/Administration landscaping materials.

Director Robinson discussed the reimbursement for the Urban Forestry Grant. We received \$12,450.00. The grant money has been placed in the Parks Fund and General Fund as a 2013 reimbursement. \$5,000 was placed in the Park Fund as a reimbursement for supplies and the

remaining \$7,450 was placed in the General Fund as a reimbursement for labor, equipment costs etc that the Public Works Department had as a result of the grant work.

I am requesting permission from the Common Council to use the Park Fund money to pay for improvements to Veteran's Park associated with the memorial. The improvement costs are supplies for the electric service, the water line installation (this is for cleaning the memorial and watering the landscape) and for the landscape plants. The Parks & Recreation Commission recommended the Council to approve this use of funds.

I am also requesting permission from the Public Works Committee and Common Council to use the \$7,450 at the new PD/Administration building to offset the landscape materials cost and offset some of the add-on costs associated with the building (soil testing etc).

Ald. Lader moved to recommend that the Common Council authorize Staff to use the urban forestry grant monies as presented: \$5,000 Veteran's Park electric service, water line installation and landscaping and \$7,450 PD/Administration building landscape material and offsetting costs of unsuitable soils. Ald. Adams seconded the motion and carried.

Informational Update on Electrical Contractor License with the Wisconsin Department of Safety and Professional Services.

Director Robinson updated the Committee on the State requirements for Electricians. Beginning on April 1st, a license is required to operate an electrical business in Wisconsin. Also, new work or installations have to be done by a Master Electrician or Journeyman Licensed Electrician or someone working under their supervision. Repairs can still be made by maintenance crews on equipment at businesses, etc. This affects new installations or repairs work by electricians. The inspection divisions of each City have to enforce the new rule. Because this is new, some people may not be allowed permits, etc as they have been in the past. I wanted to inform the Committee about the new rules in case you hear concerns or questions.

No action was taken.

General Items

Director Robinson discussed upcoming meeting agendas that pertain to special assessments for curb and gutter.

Next Meeting – Tuesday, May 6, 2014

Motion to Adjourn

Ald. Lader moved to adjourn the meeting at 6:52 pm. Ald. Adams seconded the motion and carried.

Respectfully submitted

Michelle Ebbert
City Clerk



a community since 1838
OFFICE OF THE CITY ADMINISTRATOR
MEMORANDUM

To: Public Works Committee
Mayor Brett Frazier and Common Council
From: City Administrator Jerry Schuetz
Date: Agenda Review – May 6, 2014

Agenda Item #6 Informational Update: Progress of Sidewalk Installation from Lamar Park to Liberty Park.

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: No action required, for informational purposes only.

Description: Dietz Concrete will be finishing the sidewalk installation from 2013 near Vincent Street. The intention of the sidewalk is to allow safe travels from Lamar Park to Liberty Park versus walking in the street. This is sidewalk work approved last year.

Sidewalks due for installation in 2014 will be reviewed on an upcoming agenda.

Attachments: None.

Agenda Item #7 Discussion and possible action regarding a request from Milton Food Pantry for topsoil at 36 Hilltop Drive.

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To recommend that the Common Council authorize the donation of four loads of topsoil to the Milton Food Pantry at 36 Hilltop Drive.

Description: The Milton Food Pantry has requested topsoil at their location to expand the gardens in the rear of the property. They requested approximately four loads of soil.

The City has soil available on Gateway Drive. This soil is to be moved to a different location so the delivery to the Hilltop Drive location would not be an issue.

Attachments: None.

Agenda Item #8 Discussion and possible action regarding approval of an Eagle Scout Project for Hunter Frye at the Milton East Cemetery.

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To recommend that the Common Council authorize the Eagle Scout Project for Hunter Frye at the Milton East Cemetery.

Description: Hunter Frye has requested permission for an Eagle Scout Project at Milton East Cemetery to locate veteran flag holders in the older part of the cemetery and fastening them in concrete. This will prevent the flags from falling down during the summer and also allow mowing maintenance to occur more efficiently. Some foundations will also have concrete poured around them. Some of the older headstones have no concrete foundations. This project will include many hours of land labor. This is a needed maintenance item at the cemetery

Public Works can assist in locations and in foundation placement to assure the appearance of the work is of proper quality.

Attachments: None.

Agenda Item #9 Discussion and possible action regarding the traffic signals at High Street and Janesville Street.

Submitting Staff Member: Howard Robinson, Director of Public Works

Recommended Action: To recommend that the Common Council approve the recommendation from the Committee to remove the traffic signals or for them to remain active.

Description: The City will have the annual maintenance check on the traffic signals scheduled in the upcoming months. The traffic study conducted by Baxter & Woodman indicated the lights could be removed and stop signs installed.

Would the Committee and Council like the traffic signals to remain or have them removed? Inspection costs are approximately \$500.00 annually and are mandatory.

If removal is recommended, Public Works can begin the process. Appropriate notifications would be made to the State DOT, Rock County, Police Agencies, Milton Courier and a schedule for implementation of the changes will be made available. Staff will assist in additional community notification via Milton Matters blog, the website, etc.

If the traffic signals are to remain, no change is needed. If the Committee recommends removal, this item will be scheduled.

Attachments: None.

Agenda Item #10 Discussion and possible action authorizing a policy change in delinquent water bill collection operating practices

Submitting Staff Member: Jerry Schuetz, City Administrator

Recommended Action: To recommend that the Common Council authorize the Utility Department Staff to stop the operating practice of generating water shut off notices and shutting off services and re-purpose that time to other pertinent utility department objectives as recommended.

Discussion: In concluding the 2013 Public Service Commission annual water utility report, and in holding a utilities meeting with water utility staff last week, we went over capital items that will need to be addressed in the upcoming capital improvement plan, as well as a review of current operations given the impact of unfunded mandates like the cross connection program. Discussion surfaced around changes in legislation, including ACT 174, which allowed us to better communicate with landlords the status of delinquent water bills within properties that have the bills in their tenants name, as well as expanded collection methods to include the use of the tax intercept program. This coupled, with an increase in workload and service demand caused us to discuss operational changes that would re-purpose existing staff time to meet the demands of new work, without diminishing current revenue streams.

Milton is one of many communities that still utilize a water shut off notice system in an effort to collect delinquent utility bills. Our process is one whereby one pay cycle of a delinquent bill results in a notice, with the second one resulting in what is referred to as a “door hanger” that notifies you if your bill is more than 4 months past due, we will shut off your water within 48 hours. The only time we don’t do this is if there is a heat advisory. The process takes up a considerable amount of staff time, as the utility billing clerk and the two utility department staff member often process between 50-70 shut off notices and door hangers every billing cycle, or the equivalent of approximately 8-16 hours of utility staff time in the field, and additional 8-10 hours generating the letters, shutoff notices, mailing them and/or creating the door hangers. It is estimated we could get 3 work days back each billing cycle (a billing cycle is 60 days) between city hall utility staff time and utility department field staff time, which would be re-purposed in addressing meter testing and required cross-connection inspections. Of particular note, the two members of the water utility are tasked with the following:

- 1) Inspecting and maintaining the 2,538 water meters that are within the City. If they run slow, and are not continuously tested or inspected, the consumption readings and water rates will not be calculated properly. 38 of those are 2” lines or bigger (commercial or industrial) and 2,500 are residential meters.
- 2) Reading and issuing bills for all 2,538 metered accounts
- 3) Monitoring the City of Milton’s 327 fire hydrants for accurate pressure and flow
- 4) Ensure proper cross-connection equipment is installed and inspected within these accounts as required by Administrative Code.

Modified rate adjustments of up to 3% in the water fund are scheduled to cover long term capital improvements, such as Parkview Drive, and other needed utility work, in so that adding additional staff to cover the new workload was not seen as a realistic option by staff. Instead, staff feels that due to collection methods absent the shutoff process that do exist, we should no longer spend the staff time doing water shut off notices and instead, utilize those other

methods, such as the tax intercept program or certifying the delinquent bills on the tax bill of the property owner. ACT 174 allows us to communicate with property owners the delinquent bills of tenants, so that landlords would not be surprised with a delinquent bill when it is certified on the property tax rolls at the end of the year.

From an ordinance perspective, Staff recommends that you still keep the ability for the City to shut off water from a delinquent customer on the books. This will afford you the opportunity to do so, should this change in the operating policy of the utility staff not work as anticipated, and/or you have a series of habitually delinquent accounts for which you seek to have that option available to you. Staff is instead suggesting that the monthly operational practice of having staff prepare shut off notices and shut the water off not be done in an effort to re-purpose staff time for other utility department objectives.

The net effect of the proposed policy change is that it will more appropriately re-purpose staff time to meet new cross-connection and meter testing requirements.

Attachments: None.



DPW Equipment Maintenance Log

Monday, April 28, 2014

11:11:27 AM

Emp #	Name	Date	Description	Hours	Veh #	Description	Notes
59	Donald Zimmerman	3/24/2014	Stormwater Equipment Maintenance	1.00	15	Chevrolet Silverado	Pick up hose for #23
67	Nicholas Taormino	3/24/2014	Street Vehicle Maintenance	1.00			Enter fuel
67	Nicholas Taormino	3/24/2014	Stormwater Equipment Maintenance	5.00	23	Elgin Sweeper P-1986-S	Repair hose and fix water leak
59	Donald Zimmerman	3/24/2014	Stormwater Equipment Maintenance	1.00	23	Elgin Sweeper P-1986-S	Work on sweeper
59	Donald Zimmerman	3/25/2014	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Wash
59	Donald Zimmerman	3/25/2014	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	To Fagans for #11
67	Nicholas Taormino	3/25/2014	Water Vehicle Maintenance	4.00	18	GMC Sierra 1500 SLE (Water)	Refab ladder rack
68	Aaron Schilling	3/25/2014	Street Vehicle Maintenance	1.00	29	Tool Cat Utility Vehicle	Wash Toolcat
70	Kurt Vlasak	3/25/2014	Street Vehicle Maintenance	2.00	26	John Deere 410 J Back Hoe	Wash and Grease
67	Nicholas Taormino	3/27/2014	Street Vehicle Maintenance	7.00	11	Chevy W-4500 Utility (Sewer)	Pick up from Fagan
67	Nicholas Taormino	3/27/2014	Street Vehicle Maintenance	1.00	13	Ford Crown Victoria (HR)	Bobcat Seminar
67	Nicholas Taormino	3/28/2014	Street Vehicle Maintenance	7.50	11	Chevy W-4500 Utility (Sewer)	Finish brakes and test drive
67	Nicholas Taormino	3/31/2014	Parks Vehicle Maintenance	6.00	38	Toro Mower 11' Deck	Service, change blades, rear tires, deck repair, Diff Oil
67	Nicholas Taormino	3/31/2014	Street Vehicle Maintenance	1.00	11	Chevy W-4500 Utility (Sewer)	Order parts
67	Nicholas Taormino	3/31/2014	Stormwater Equipment Maintenance	1.00	23	Elgin Sweeper P-1986-S	Order parts and start repairs
67	Nicholas Taormino	4/1/2014	Street Vehicle Maintenance	3.00	58	Crack Sealer	Pull out and start repairs
67	Nicholas Taormino	4/1/2014	Street Vehicle Maintenance	1.00	15	Chevrolet Silverado	Drop off tires at Poms
67	Nicholas Taormino	4/1/2014	Stormwater Equipment Maintenance	2.00	23	Elgin Sweeper P-1986-S	Order parts

Emp #	Name		Date	Description	Hours	Veh #	Description	Notes
67	Nicholas	Taormino	4/1/2014	Street Vehicle Maintenance	1.00	28	Ford Fusion (pd)	Change oil and check over
67	Nicholas	Taormino	4/2/2014	Street Vehicle Maintenance	8.00	58	Crack Sealer	Repairs and test run engine
60	Ken	Vierck	4/2/2014	Street Vehicle Maintenance	2.00	56	Bandit Chipper 250	Change blades
63	Ward	Edwardson	4/2/2014	Street Vehicle Maintenance	2.00	56	Bandit Chipper 250	Change chipper blades
67	Nicholas	Taormino	4/3/2014	Stormwater Equipment Maintenance	6.00	23	Elgin Sweeper P-1986-S	Repair and rebuild
59	Donald	Zimmerman	4/3/2014	Street Vehicle Maintenance	1.00			Crack sealer repair
67	Nicholas	Taormino	4/3/2014	Street Vehicle Maintenance	2.00	58	Crack Sealer	Training on maint and ops
67	Nicholas	Taormino	4/4/2014	Public Safety Vehicle Repair	8.00	124	Police Vehicle	Install new camera system