

**Village of Shorewood Hills
Services Committee
Minutes of the Meeting of February 1, 2017**

Preliminary Matters

1. The meeting was called to order at 3:00 pm.
2. Trustee Fred Wade, Charlie Field, Jerry Stein, Georgene Stratman, David Logan and Bill Muehl were present. Village Administrator Karl Frantz, DPW Chief John Mitmoen, and Village Consultant Rod Holt also attended the meeting. Village Engineer Brian Berquist arrived later during the meeting.
3. Karl Frantz confirmed compliance with the Open Meetings Law.
4. The Committee approved the minutes of its prior meeting July 14, 2016 by a 5-0 vote, after David Logan asked that the draft minutes be amended at the bottom of page to add “fire” to a reference to the activities of “the EMS and the crew” in the garage portions of the Shorewood Boulevard facility. With the amendment, the passage reads “EMS, Fire and the Crew.” Charlie Field abstained because he was absent at the prior meeting.

Action Items

5. Review and Recommendation on Purchase of a New Brush Chipper

DPW Chief John Mitmoen advised the Committee that the existing brush chipper is a 2007 model that has required frequent repairs and is on the replacement schedule. He reported that he had obtained two quotes and the best one was from a Madison dealer. With a trade-in of the existing chipper, the estimated cost of the new chipper would be \$41,385.00.

Jerry Stein moved that the Committee recommend purchase of a new Vermeer brush chipper as Mr. Mitmoen had proposed. Charlie Field seconded the motion, and it passed 6-0.

6. Review and Recommendation on Purchase of a Plow for the Village Pickup Truck

DPW Chief John Mitmoen advised the Committee that a plow for the pickup truck would provide more maneuverability in difficult areas, and would be more efficient, than using a plow on the Village skid steer. He recommended the purchase of a Snow Dog plow at an estimated cost of \$5,500. He added that the purchase could be funded from aidable funds, because the Village has not had to purchase as much salt as anticipated, and reduction in salt costs could fund the purchase of the plow.

David Logan moved that the Committee recommend the purchase of the Snow Dog Plow, with a second by Jerry Stein. The motion passed 6-0.

7. Status Report, Review and Recommendation on Proposed Storage Facility

Village Engineer Brian Berquist reported that revised cost estimates for site work and construction of the proposed storage facility range between \$560,000 and \$625,000. This is an increase from the low end cost estimate of \$538,167, and a high end cost estimate of \$600,867, presented at the last meeting. A breakdown of the major cost components is set forth in minutes of the Committee's meeting on July 14, 2016.

The proposed building shell would consist of five 20 foot wide modules, four with overhead bay doors, and one with a standard door for personnel. It would be 60 feet deep, and 100 feet wide, resulting in a facility that would have 6,000 square feet of storage capacity.

Brian reported on minor changes in the site design and site preparation that had already been done. In this context, he noted the addition of a rain barrel and a rain garden to manage runoff. He said that a variance will be required from the rear setback for the facility. And he added that there is an old foundation that will have to be removed, and an old well that will be abandoned.

Village Consultant Rod Hold raised the question of whether the Village might want to insulate the building. He said it would cost an additional \$10 to \$20,000 to insulate the building during construction, and that it would be more difficult to add insulation later. There would be a thermal barrier to prevent condensation on the ceiling that could drip to the floor, as with the current facility that is being rented by the Village.

John Mitmoen reported that Chief Pine did not want windows in the door that would be used by the Police Department. Chief Pine was asked to join the meeting and confirmed that this was the case, because he wanted to prevent people from peering into the department's area of the facility.

Rod Holt pointed out that it might be beneficial to have some natural light in that area. After further discussion, there was a consensus that all of the door windows in the design should be raised to a height that would prevent people from peering inside.

Rod noted that the Village could have a colored roof on the facility, but it would entail a cost increase of about \$6,000. This is a decision that could be made after bids are accepted and there was no consensus as to what should be done on the question.

Brian proposed a bidding schedule that calls for requesting bids as soon as possible, and having bids ready for the Village Board to consider making an award at its regular March meeting. He indicated that this would permit work to get started in April or May and be completed by August 15, prior to the expiration of the lease on the current storage facility.

Jerry Stein moved that the Village should request bids on the proposed cold storage facility as soon as possible, within the schedule proposed, and within the budget proposed. There was a second from Bill Muehl, and the Committee approved the motion 6-0.

8. Review of Village Policies Regarding Garbage Disposal Repairs and Replacements

John Mitmoen reported that the Village normally does not charge for service calls that take less than 10 to 15 minutes, but noted that some calls may take 1 to 1.5 hours, and the \$35 charge does not cover the cost of labor.

It was noted that the Village bought and installed garbage disposals many years ago, and the Village crew has serviced and replaced disposals since that time. However, it appears that newer residents may not be aware of the policy, because service calls and replacements have declined in recent years. While there is still information about the Village role with respect to garbage disposals on the website, the availability of the service has not been advertised in the Village Directory or the Bulletin for a number of years.

It was also noted that installation, repair and replacement of disposals may sometimes require electrical and plumbing work for which crew members should have a license. Karl Frantz commented that the crew should only do work that it is licensed to do.

There was a consensus among the Committee members that we should “let it go” for the time being. However, two members of the committee expressed concern that, if the Village continues the service, we should advertise the service so that all members of the community are aware of it, and may take advantage of it.

9. Next Meeting

The Committee did not set a date and time for its next meeting, as the need is contingent on developments.

10. Adjournment

On a motion by Charlie Field, and a second by Jerry Stein, the Committee voted 6-0 to adjourn at 4:19 pm.

Respectfully submitted,

Fred Wade