

The Ledgeview Town Board and the Ledgeview Sanitary District Commission held a joint meeting on **Tuesday, January 12, 2016, at 6:00 p.m.** at the Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

A. CALL TO ORDER

The meeting was called to order by Chairman Danen at 6:00 p.m.

B. ROLL CALL

Town Board Members present were Chairman Philip J. Danen, Supervisors Andy Schlag, Renee Van Rossum, Ken Geurts, and Cullen Peltier.

Sanitary District Commission Members present were President Steve Jauquet, and Commissioners Ken Geurts and Dennis Watermolen.

Staff present were Clerk/Administrator Sarah Burdette, Treasurer Luann Pansier, and Public Works Operator Mark Pansier.

C. AGENDA APPROVAL

MOTION by Van Rossom/Schlag to approve the agenda. No further discussion. Motion carried in a voice vote, 7-0.

PUBLIC COMMENT: None

COMMUNICATIONS: There was discussion regarding an inquiry made to staff of a potential light industrial business purchasing land in the I-43 Business Park District. The developer is simply fact finding at this point as to what services are available in the area, and what aspects the Town would be willing to assist them with. This is strictly preliminary information at this point, not much is known about the business at this time, staff is simply looking for authorization to have discussions with the developer. The developer is inquiring about land in another municipality as well. The consensus of both the Board and the Commission is for staff to work with the developer.

COMMITTEE BUSINESS:

1. Discussion/possible action:

a. Town of Ledgeview and Sanitary District #2 Department of Public Works & Utilities Organizational Review and Succession Plan.

Both the Town Board and the Sanitary District Commission authorized Dave Vaclavik, P.E., to do an analysis of the Public Works Department to develop an organizational and succession plan for the future of the department. The meeting is to go over the findings of the analysis.

The Department of Public Works is a complex department. There are three employees who are responsible for both town and sanitary district operations. There are four different accounts within two separate budgets funding the department. To balance out the workload, the department turns to contracting out services that town can't provide internally. This works for the town, as long as there are contractors willing to provide the services that are needed.

The main finding that came out of the study was that there isn't enough data being collected on the employee performed tasks, nor the time it takes to complete the tasks. The lack of data makes decision-making regarding the future of the department difficult at best. The recommendation is to explore automated options for different data gathering purposes such as work orders, GPS, timesheets, project

expenses, and job tracking. Once this data is collected, it will paint a clearer picture as to the direction the department needs to go.

Another finding that came out of the analysis of the Public Works Department is communication with residents is lacking. The website needs to be more developed to include information such as policies, contact information, and a frequently asked questions section. It's unclear who needs to be contacted in certain situations. Likewise, a policy and reference handbook should be established. This would serve as a resident guide to services provided by the department and how to access those services. Monthly status reports should be given to both the Sanitary District and Town Board to assist policy makers with information to use in decision making and performance of the department.

Succession Planning and Staff Development findings is to develop a Standard Operating Procedure Manual to protect against loss of knowledge and provide consistency in delivering services. Training and development plans should be discussed and adopted for each employee in the department in conjunction with goals, objectives and employee aspirations. Updated departmental job descriptions should be created in order to assure the employee filling that position has the required skills. Annual review and adjustments to compensation based on revised descriptions and local markets should be completed.

Technology and Equipment findings is to bring the department up to date with technology. Develop a computer based work order system, expand GIS applications to capture data, and GPS positioning (three dimensional). Make it a practice to collect and record elevation data whenever underground utilities are exposed for maintenance or repair. This data should become part of the GIS system. Modification of the existing SCADA System to provide information via smart phone or tablet to the on-call employee.

Capital Improvement Planning findings are to establish pavement maintenance system to improve the life cycle of roads. Update the stormwater master plan which has a significant impact on municipal budgeting. An evaluation of adequacy of stormwater revenues should be conducted to make sure the town is collecting the required amount to maintain the system. Implementation of an asset management strategy for maintenance, repair, and replacement of local infrastructure and facilities is recommended. Also recommended is a multi-year capital improvement budgeting system focused on maintaining assets at established level of condition and severability.

Future considerations is that the town is growing and expects to remain so for some time. As it grows, demands for infrastructure and departmental services will expand. Contracting allows the department to maintain a relatively minor investment in vehicles, equipment, and personnel. A key concept is to put available internal resources to their highest and best use. This can be a challenge due to seasonal demands and requires a good understanding of the costs of both internal and contractual services. Recognize that value is not always calculated on a dollar basis, but that consideration to the quality of service and responsiveness also contributes to value. Recommendation is to continue to evaluate and balance contract services with staff and equipment, and to pursue and evaluate collaboration and utility consolidation on a local and a regional basis. Facilities management will become evident as data is collected and the future direction of the department becomes clearer. It is recommended that if a building for public works is going to be an avenue the Town takes, to build the building with the possibility of expansion, and purchase enough land upfront to cover that expansion.

In conclusion, the Town and Sanitary District are in their infancy stages, with the likelihood of growth and development. Understanding department functions, infrastructure investment requirements and the costs of doing business will help to prepare for the future.

After much discussion on potential future town growth both in population and infrastructure, there was a consensus that the future of the Public Works Department needs some serious attention. There was discussion on the availability of contracting services, especially snowplowing, which is limited or is becoming limited. Contractors simply don't want to do municipal work because it's demanding and costly.

Both of the Board and the Commission would like to take the recommendations from the study back to their respective meetings in an effort to develop a priority list. After the respective groups develop their own priority lists, then schedule another joint meeting to establish an overall priority list in an effort to move the department into the future. No action taken.

2. Approval of Vouchers

MOTION by Schlag/Van Rossom to approve the vouchers. No further discussion. Motion carried in a voice vote, 7-0.

3. Pay Request #2 for Contract E-2015, Crossing at Dollar Creek, to Jossart Brothers for \$ 240,424.11.

The Sanitary District Commission approved this pay request at their last meeting, therefore, only Town Board to take action needed. **MOTION** by Geurts/Peltier to approve pay request #2 for Contract D-2015, Crossing at Dollar Creek, to Jossart Brothers for \$240,424.11. No further discussion. Motion carried in a voice vote, 5-0.

ADJOURNMENT:

MOTION by Danen/Schlag to adjourn. No further discussion. Motion carried in a voice vote, 7-0. Meeting adjourned at 8:03p.m.

Charlotte K. Nelson, Deputy Clerk
Town of Ledgeview, Brown County, WI