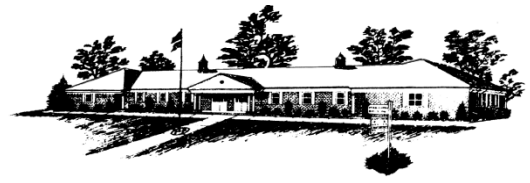


Village of Hales Corners

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James R. Ryan Municipal Building

BUILDING FACILITIES MAINTENANCE COMMITTEE

Meeting Notice/Agenda

September 5, 2024 (Thursday) – 5:00 p.m.

Notice is hereby given that the Building Facilities Maintenance Committee will meet at the above date and time, at the James R. Ryan Municipal Building (5635 S. New Berlin Rd).

[Notice is given that a majority of the Village may attend this meeting to gather information about agenda item over which they may have decision making responsibility. This meeting may constitute a meeting of the Village Board per *State ex rel. Badke v. Greendale Village Board*, even though the Village Board will not take formal action at this meeting.]

Pursuant to Resolution 20-61, members of the Board of Trustees may attend this meeting in an electronic platform. The meeting electronic platform link is: <https://meet.goto.com/984742341> or you may dial in at [+1 \(571\) 317-3122](tel:+15713173122) access code: 984-742-341. Requests to access the meeting must be 48 hours in advance of the meeting.

AGENDA

1.0 CALL TO ORDER

2.0 CONSENT AGENDA

2.1 Minutes: August 21, 2023

2.2 Review Committee responsibilities from Ordinance 21-01 creating the Committee

3.0 REVIEW STATUS OF 2024 DEPARTMENTAL BUILDING / FACILITY PROJECTS

4.0 ACTION ITEMS

4.1 Review 2024 Departmental Submissions

4.1.1 Police

4.1.2 Fire

4.1.3 Health

4.1.4 Library

4.1.5 Public Works

5.0 ADJOURNMENT

(e) Sandra M. Kulik

Sandra M. Kulik, Administrator/Clerk

August 28, 2024

NOTE: Issues that require public input or for which citizens are present will receive priority on the agenda. Hearing or speech impaired persons who require special services should notify the Village staff in advance of the meeting.

- 1.0 CALL TO ORDER** – Chair M. Eternicka called the meeting to order at 5:00 p.m. Present: A. Fritz, PWC, T. Smyczek, FPC, P. Harycki, Library (arrived at 5:05 p.m.) and Chair M. Eternicka. Staff: Administrator S. Kulik, Library Director S. Lewin-Lane, DPW Director S. Rewolinski, Fire Chief P. Jaskulski and Health Officer S. Gabriel. Trustee M. Bennett and President D. Besson were also in attendance. Audience (0).
- 2.0 CONSENT AGENDA**
- 2.1 Motion** (Fritz, Smyczek) to approve minutes of July 27, 2023 subject to a correction for item 3 to include the “library” as the item under discussion regarding the bathroom project; motion passes 3-0-1 (Harycki not present during vote).
- 3.0 ACTION ITEMS**
- 3.1 Review 2023 Departmental Submission** –S. Kulik presented the draft spreadsheet of project requests and recommended that they start at the top of that list and move to the bottom to address all items. Consensus to proceed.
- S. Kulik reported that the Committee should address each item as to whether the project has merit and if they want to move the request to any other year as part of their discussions.
- S. Kulik reported on two requests for election tabulators (2025) and ePoll books (2026). The tabulators were purchased in 2012 and the ePoll books were purchased in 2018. Both are at or over useful life and the tabulators are working off of a 3G network and the room is a 5G modem. She reported that Milwaukee County will eventually mandate their update and she just wanted them to be on the report. The ePoll books have been functioning but needed some clips to keep the printers working and the updated ones include the printer in the stand of the unit. M. Eternicka asked if the manufacturers notify municipalities that they would no longer support them. S. Kulik reported they do not and are not likely to. The software is consistently updated so it is the hardware that is likely to be failure not the software updates. She commented that 2026 is a governor’s race year and she could foresee a State mandate to use the equipment as it is not currently required but optional. There is a eReader with an electronic ballot format that could be utilized and those are \$4,000 each. A. Fritz inquired if the local units have any choice on what is used. S. Kulik commented that the County directs what equipment is used and the locals have to use whatever they choose.
- Consensus that the projects have merit and to leave them on the list.
- S. Kulik reported on the health department placeholder for replacing the siding on the new facility. The site will be painted this year and should be fine for a few years. She reported she will look for grants to side the structure in the future. Consensus to leave the item on the list as an out year for 2026. (S. Gabriel left the meeting at 5:11 p.m.)
- S. Lewin-Lane reported on her two projects. She worked with DPW Director Rewolinski to go through the items on the GRAEF study and split the projects into two separate items. Overall, the roof, siding, windows project is requested at \$1.4 million and a concrete walkway repair project at approximately \$30,000 were presented. S. Kulik asked if that \$1.4 million included any design and construction management figures. S. Lewin-Lane commented it did not. S. Kulik recommended increasing the amount to \$1.6 million to cover those costs.
- M. Eternicka question regarding if any safety issues were related to the concrete work or the ramp. S. Lewin-Lane commented that it is for the west walk which is

an emergency exit and the Ben Hunt Room as those exits go to grass and that the smaller side parking lot does not have a ramp access but the larger lot on the north does. M. Eternicka asked if it was an accessibility issue. S. Kulik commented it was not. S. Rewolinski commented that it was not and that it was something that the GRAEF reported noted. S. Lewin-Lane reported that there were two handicap stalls in the front larger lot only. S. Kulik commented it was likely included by GRAEF to increase accessibility on that side and that the side lot should then include dedicated stalls. S. Kulik asked if the west side was also the side that need drainage adjustments. S. Rewolinski commented that it was. Consensus to include the two projects in 2024 and increase the first request to \$1.6 million.

S. Kulik reported on the replacement of a police squad car funded by Equipment Replacement Fund (ERF) requested for 2024. Consensus to leave the project as requested.

P. Jaskulski reported on the Fire Department items. He reported that the main item is a replacement fire engine with a three year build out date on a piece of equipment that would 22 years old. S. Kulik commented that the funding would not all be needed in one year most likely. P. Jaskulski commented he will contact the company to see what funding options they have. S. Kulik commented that a bond must be spent within a certain period of time for the purposes it is borrowed for and three years is too long for a bond.

P. Jaskulski commented on the need to replace supply hoses for the fire engine as they have not purchased them in a while. He reported on the requests for the garage bay floors which have hole due to aging epoxy surfacing and bay ceiling and interior door projects and his request to resurface the parking lot. He further commented that \$7,000 to \$8,000 is requested to try a product on the ceiling to address the peeling that drops debris constantly. This amount is included in the exterior / interior painting request. S. Kulik asked if the hoses can be used on the new equipment as well. P. Jaskulski commented that it could.

M. Eternicka asked if the hoses had to be purchase in the quantities requested or if it could be broken down to smaller lots. P. Jaskulski replied that it could be halved but that it is typically sold in 100 foot sections. P. Harycki asked that since 1,500 foot large hose is in bad shape perhaps splitting in in half to get it addressed would be a good idea. P. Jaskulski commented that her proposal would work. Consensus to split the 1,500 foot hose request into two years 2024-25.

M. Eternicka asked how many engines we have. P. Jaskulski reported they have 2 and one is a backup. The frontline they have is a 2005 and the backup engine is a 1997. If the new rig is purchased, then the 2005 would slide into the backup slot and they would decommission the 1997. He reported that other departments use our backup rig and not just us.

M. Eternicka asked if there is flexibility on the garage floor. P. Jaskulski commented it could go to 2025. S. Kulik commented that there may be other funding mechanisms and that the floor has been pretty bad for some time. She commented that the ceiling should be addressed prior to the floor and she can make a notation can be made that it could be pushed out to 2025. She recommends leaving it in 2024. P. Jaskulski commented that the ceiling was a bigger priority. S. Kulik commented that perhaps then they move the floors to 2025 and the ceiling to 2024. M. Eternicka commented that top down construction makes sense. Consensus to move floors to 2025 and ceilings to 2024.

S. Rewolinski reported on his requests. S. Kulik reported that the \$100,000 for crack filling is a maintenance item that does not belong on the capital list and that he should include that in operating budgets.

S. Rewolinski reported that the 116th from Janesville Road to Village limits is proposed for 2024 and various segments as funding remains from the bond in 2025. For 2026, the intention is to look at Ridge Road.

S. Rewolinski reported on the light pole replacement proposal from Grange Avenue to Kelly Place to be converted to LED lighting. They are old HPS lights that are no longer being made and effective 12/2026 no bulbs will be available. There may be grant funds to support the replacement for carbon reduction for example. M. Eternicka asked if the 2025 piece was design work. S. Rewolinski commented that it was.

S. Rewolinski reported on the additional welcome banners were discussed to purchase aftermarket brackets to existing poles on existing major entrances to the Village. They would stay up all year long welcoming travelers to the Village. The request all includes the ability to put flags up for July 4th, Veterans Day and Labor Day for parade route areas as an example. M. Eternicka inquired if this has been run by the CDA. S. Kulik reported that the changeable banners had and that this could go there if the Village Board approves this and there is some Holz Grant funding remaining.

S. Rewolinski reported on request for refurbishing the welcome signs that are in poor condition. P. Harycki commented that the Lyons Club had recently discussed providing funds to the Village for this and that it can be moved to grant funded in 2024.

S. Rewolinski reported on the request for a multi-use pathway machine to assist with plowing operations on Grange Avenue for the agreement for that street when it was constructed that the Village would maintain the sidewalk path and for other areas in the Village that require DPW staff to clear pedestrian areas of various medians on the State Highway systems as part of the agreement for those areas. Currently the staff uses a bobcat and it does not have the capability for spreading salt on these pathway and staff must manually spread salt. The engine compartment is in the rear of the unit and mounting attachments to it are not practical nor likely probably.

S. Rewolinski reported on the request to replace a 2 wheel drive pickup with a 4 wheel drive unit so it has more functionality for snow operations. The 2 wheel unit is a 2010 unit. This unit is used to plow municipal lots and assist with school lots under our shared agreement with the district.

S. Rewolinski reported on the request to replace the wheel loader (2005) as it is utilized all year long. It requires significant repairs and the question is whether to repair it or replace it. He reported on looking at lease to own option versus bonding for this. S. Kulik reported the lease to own would be an impact of \$40,000 per year of operating. The overall bond/note or State Trust Fund loans depends upon the Village Trustee's review of the projects and what they want to fund. She only requested that S. Rewolinski review any proposed agreement to find out if it includes a prepayment option without any penalties. M. Eternicka inquired on how many hours are on it. S. Rewolinski commented he was not sure but that it is used for plowing, gravel, grading, tree work and more. P. Harycki inquired if it was possible to find a used one on an auction site. S. Rewolinski commented that this is not one of those pieces that comes up very often and it usually is a case of buying someone else's maintenance problem. It is unlikely as others tend to hang onto them as long as the Village does. S. Kulik commented that sometimes you can trade them in and get something back that way. S. Rewolinski commented that it is really still dependent upon the demand.

S. Rewolinski reported on the request to replace the mini-excavator (2005). This unit is used for ditching, catch basins, culverts, minor road repairs. The unit they are replacing was purchased used in 2005. S. Kulik inquired if attachments for the mini-ex could be purchased that would work for the projects that the multi-use equipment is being requested for. S. Rewolinski commented that it cannot as he doesn't believe it has snow maintenance equipment. S. Kulik asked if the loader could have attachments that this would work for on the mini-ex does. S. Rewolinski commented that the loader is too big for the lesser mini-ex work. P. Harycki asked if along those same thoughts, is there anything that can be purchased as attachments that would allow the pickup to deal with the pathways/walkways. S. Rewolinski commented that you can but it would not work for the cross over median areas. S. Rewolinski commented that currently staff is using a small hand pushed spreader similar to fertilizer.

S. Rewolinski reported on the request to replace a 2009 zero turn mower with 2018 hours on it to maintain the greenspace. T. Smyczek asked if it receives a lot of maintenance. S. Rewolinski commented that the steering is failing and it doesn't steer true. M. Eternicka asked if an asset renewal service was proposed that could do a major asset refurbishment versus replacing them. S. Rewolinski commented he has not but he can look into it. Sometimes it is throwing good money after bad on equipment repairs that is more costly than replacing it. Sometimes parts on a 20 year old vehicle are not available. M. Eternicka commented that it would be worth looking into if we can get more life out of them.

S. Rewolinski reported on the Whitnall Way Lift Station that was repaired a few years ago but it did not include a generator for power outage operation. S. Kulik commented that the funding could be a special assessment to the properties serviced by the lift station but depending upon when they are worked on, reserve funds may be able to address the costs without special assessing the properties. A. Fritz asked if the \$10,000 requested for 2024 was for design work. S. Rewolinski commented that it was. She commented that the funding mechanism is combined with the Lory Lane Lift Station.

S. Rewolinski reported that the Lory Lane Lift Station design contract was awarded and the estimated generator program would be in 2025. S. Rewolinski commented that the design is good for a while and the actual replacements of these generators can be put off if needed.

S. Rewolinski commented on the Village Hall Painting and Gutter proposals. The gutter seams are leaking as they are not seamless and are causing icing issues over doorways and the sally port driveways. The painting on the interior is for the police side and the columns outside and copulas on the top are peeling.

S. Rewolinski commented on the Village Hall parking lot repaving is requested as it is in bad shape and he is exploring green infrastructure grants. He commented that the Schoetz Park lot is really bad and green grants will be explored for this area as well.

S. Rewolinski reported that he would like to put an electronic message board at the Village Hall and it is requested for an out year.

The Committee reviewed the entire program. P. Harycki inquired if there was any savings to lumping all the parking lot projects into one project year. S. Kulik reported that it would be a funding issue that the Village Board would need to address. P. Harycki commented on the Forest Home lighting project and stated it should stay as they are being removed. S. Kulik responded they are not being removed, just that the light bulbs are not going to be available. S. Kulik inquired of S. Rewolinski if the existing lighting can be retrofit for the LED lights. S.

Rewolinski commented that it may be able to change out the ballast if they would fit. Some of them can be switched out, cobra heads can, but these are not those type. M. Eternicka asked for more information on the retrofit option for next year.

3.2 Set next meeting date and time – S. Kulik commented that there is no reason to have another meeting this year as they have addressed all the requests. No action taken..

4.0 ADJOURNMENT – Motion (Smyczek, Harycki) to adjourn at 6:55 p.m.; motion passes unanimously.

Sandra M. Kulik, Administrator/Clerk

DRAFT

CAPITAL REQUEST
2024-2029

DEPARTMENT _____
PROJECT CONTACT _____

PROJECT # _____

PROJECT NAME _____ ACCOUNT: _____

FUNDING CATEGORY _____ Improvement _____ or Equipment _____
PRIORITY _____ (1 High...5 Low) Useful Life _____

DESCRIPTION

JUSTIFICATION

Expenditure Schedule

PRIOR TOTAL	2025	2026	2027	2028	2029	TOTAL	FUTURE TOTAL
Planning/Design						\$0	\$0
Land Acquisition						\$0	\$0
Construction/Maintenance						\$0	\$0
Equipment/Vehicles/Furnishings						\$0	\$0
Computer software/hardware						\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Sources

PRIOR TOTAL	2025	2026	2027	2028	2029	TOTAL	FUTURE TOTAL
Bond proceeds						\$0	\$0
Grants (indicate):						\$0	\$0
Other (indicate): ERF RESERVES						\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

PRIOR TOTAL	2025	2026	2027	2028	2029	TOTAL	FUTURE TOTAL
Salaries/benefits						\$0	\$0
Materials/supplies						\$0	\$0
Maintenance P/M						\$0	\$0
Other (insurance, utilities, etc.)						\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENTS - 2025-2029								
Department	Item	2024	2025	2026	2027	2028	2029	5 YR TOTAL
Administration	Voting tabulators				20,000			20,000
Administration	Voting - ePoll Books				18,000			18,000
Health	Siding replacement			50,000				50,000
Library	Hunt Center Roof & Gutters		1,600,000					1,600,000
Library	Hunt Center - exterior building repairs							-
Library	Hunt Center - north & south facing windows							-
Library	Hunt Center - Staff door, lock & frame installation							-
Library	Hunt Center - replace broken windows seals							-
Library	Hunt Center - concrete repairs		29,500					29,500
Police	Replacement Squad Cars (1) (ERF)	80,500						80,500
Fire	Fire Engine Replacement	935,000						935,000
Fire	1,500 feet Large Diameter Hose (ERF)	9,750	9,750					19,500
Fire	950 2.5 inch fire attack hose (E71)			11,000				11,000
Fire	12,000 feet of 1.75 inch attack hose (E71)		10,500					10,500
Fire	Replace Garage bay floors		35,000					35,000
Fire	Paint interior & Exterior Repairs/paint	35,000						35,000
Fire	Resurface parking lot		210,000					210,000
Public Works	3 Year Road Program (PY Bonds)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000		5,000,000
Public Works	Forest Home Streetlight Replacment		32,000	450,000				482,000
Public Works	Additional Welcome Banners (603 - SRF)	5,000						5,000
Public Works	Refurbish Welcome Signs - Design (603 - SRF)	10,000						10,000
Public Works	Multi Use pathway machine		40,000					40,000
Public Works	Replacement 4WD 1/2 Ton Pick up (other funding sources)		40,000					40,000
Public Works	Replacement 4WD Wheel Loader (other funding sources)		240,000					240,000
Public Works	Replacement Mini Excavator		140,000					140,000
Public Works	Replacement Zero Turn Mower (ERF)	18,000						18,000
Public Works	Whitnall Way Lift Station generator		10,000	50,000				60,000
Public Works	Replacement Lift Station: Lory Ln & Bunny Ct (201)	84,248	350,000					434,248
Village Hall Facility	Paint interior & Exterior Repairs/paint	13,000						13,000
Village Hall Facility	Gutter Replacement	15,600						15,600
Village Hall Facility	Parking lot repaving			10,000	185,000			195,000
Village Hall Facility	Electronic Message Board			3,000	26,770			29,770
Parks	Schoetz Park Paving			15,000	245,000			260,000
		2,206,098	3,746,750	1,589,000	1,494,770	1,000,000		10,036,618
Source of Funds								-
Bond Proceeds	2024 STFL	935,000	2,251,500	1,465,000	1,245,000	1,000,000		6,896,500
Tax Levy		44,750	55,250	11,000	-	-		111,000
Other Funding Sources (sales of equipment)								-
Grants	Librarty donations = \$5,000, Lions Club \$10,000	10,000		10,000	185,000			205,000
Reserves		1,216,348	1,440,000	103,000	64,770			2,824,118
Total All Sources		2,206,098	3,746,750	1,589,000	1,494,770	1,000,000		10,036,618