

AGENDA

CITY OF MONONA PUBLIC WORKS COMMITTEE
CITY HALL CONFERENCE ROOM
Wednesday, June 1, 2016
6:30 P.M.

1. Call To Order.
2. Roll Call.
3. Approval of Minutes from May 4, 2016.
4. Appearances.
 - A. Mark and Susan Rogers – 4555 Winnequah Road, high utility bill
 - B. Paul Johnson – 106 Parkway Drive, student street parking issue
5. Unfinished Business.
 - A. Discussion of street parking issues on Wallace Ave., Gordon Ave., Parkway Dr., and Shore Acres Rd.
6. New Business.
 - A. Local road reconstruction design update and consideration – Josh Straka, Strand Associates
 - B. Discussion and consideration of water leak credit, 4555 Winnequah Rd.
 - C. Consideration of 2016 Capital Budget Amendment, reallocating \$12,500 to Street Repair account.
 - D. Consideration of Title 6, Section 6-1-2, Code update.
 - E. Consideration for a July 6, 2016 public works committee meeting.
7. Public Works & Utility Operations Report.
8. Next Scheduled Meeting: Wednesday, July 6, 2016
9. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX (608) 222-9225, or through the City Police Department TDD telephone number 222-2535. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

PUBLIC WORKS COMMITTEE

Draft Minutes – May 4, 2016

The regular monthly meeting of the Public Works Committee for the City of Monona was called to order at 6:30pm by Alderman Holmquist.

Present: Alderman Holmquist, Alderman Speight, Mr. McConnell, Mr. Stolper, Ms. Busse, Mr. Franklin, Mr. Besch, Mr. Turino, Mr. Podell

Excused:

Also Present: DPW Director Stephany

APPROVAL OF MINUTES

A motion was made by Ms. Busse, and seconded by Mr. Franklin to approve the Public Works Committee minutes of March 31, 2016, was carried.

APPEARANCES - None

UNFINISHED BUSINESS - None

NEW BUSINESS

6A: Consideration of bid award for 2016 Street Micro Surfacing Project – Director Stephany explained the bid summary information from the April 8, 2016 bid opening. Two contractors provided bids, Struck & Irwin Paving Inc., and Fahrner Asphalt Sealers. Fahrner Asphalt sealers provided the low bid in the amount of \$221,428.02. Fourteen roads will be micro surfaced with this project. Letters will go out to properties fronting the roads to be micro surfaced, informing them of the work to be done. The award is for the base bid only.

A motion was made Mr. Turino, and seconded by Ms. Busse to recommend approval of the micro surfacing base bid award to Fahrner Asphalt Sealers in the amount of \$221,428.02, was carried.

6B: Consideration of bid award for 2016 Street Resurfacing Project – Director Stephany presented the project information for the 2016 Street Resurfacing Project, and discussed the bids that were received at the April 15, 2016 bid opening. Bids were received from three contractors, with Wolf Paving & Excavating providing the low base bid of \$48,447.76. Resurfacing will take place at various locations on Winnequah Road, and on the City's portion of Crestview Drive. Letters will be mailed to properties fronting the roads to be resurfaced, informing them of the work to be done.

A motion was made by Mr. Stolper, and seconded by Mr. Besch to recommend approval of the street resurfacing base bid award to Wolf Paving & Excavating in the amount of \$48,447.76, was carried.

6C: Discussion of street parking issues on Wallace Avenue and Gordon Avenue – Director Stephany explained the current parking scenario on Wallace Avenue and Gordon Avenue, and mentioned the current parking situation on Wallace negatively impacts various services offered by public works. On Wallace, leaf collection and brush collection services are not completed, at times, because of the parked cars. The parked cars also prevent the public works staff from adequately plowing the street in winter. Often times the crew has to come back on overtime to complete snow removal.

The current parking scenarios for Wallace and Gordon were included in the handout. There are no parking restrictions on Wallace, and Gordon has two hour parking, 8:00am to 4:00pm, Monday through Friday, in the southbound lane. Gordon northbound has no parking from 7:30am to 4:30pm, except weekends and holidays. Both scenarios are signed from Coldspring to Dean. If the City moves forward with changing the parking restrictions on Wallace and Gordon, language to be considered could include no parking on odd/even calendar dates, 7:00am to 4:00pm, on M.G. school days.

Ms. Busse mentioned that Lofty should be looked at as well. Mr. Stolper asked the committee why the students don't park in the high school parking lot, because the lots are not full. Mr. Franklin responded that the lot is fairly empty now because the high school charges the students to park in the lot.

Mr. Turino asked for Shore Acres and Parkway to be reviewed also. The Shore Acres northbound lane is full from Coldspring to Parkway. Director Stephany mentioned the parking issues on Parkway could be coming from the new Habitat Restore, and told the committee that this issue will soon be at the plan commission for review. The report the plan commission received included staff parking to be on site, and not on Parkway.

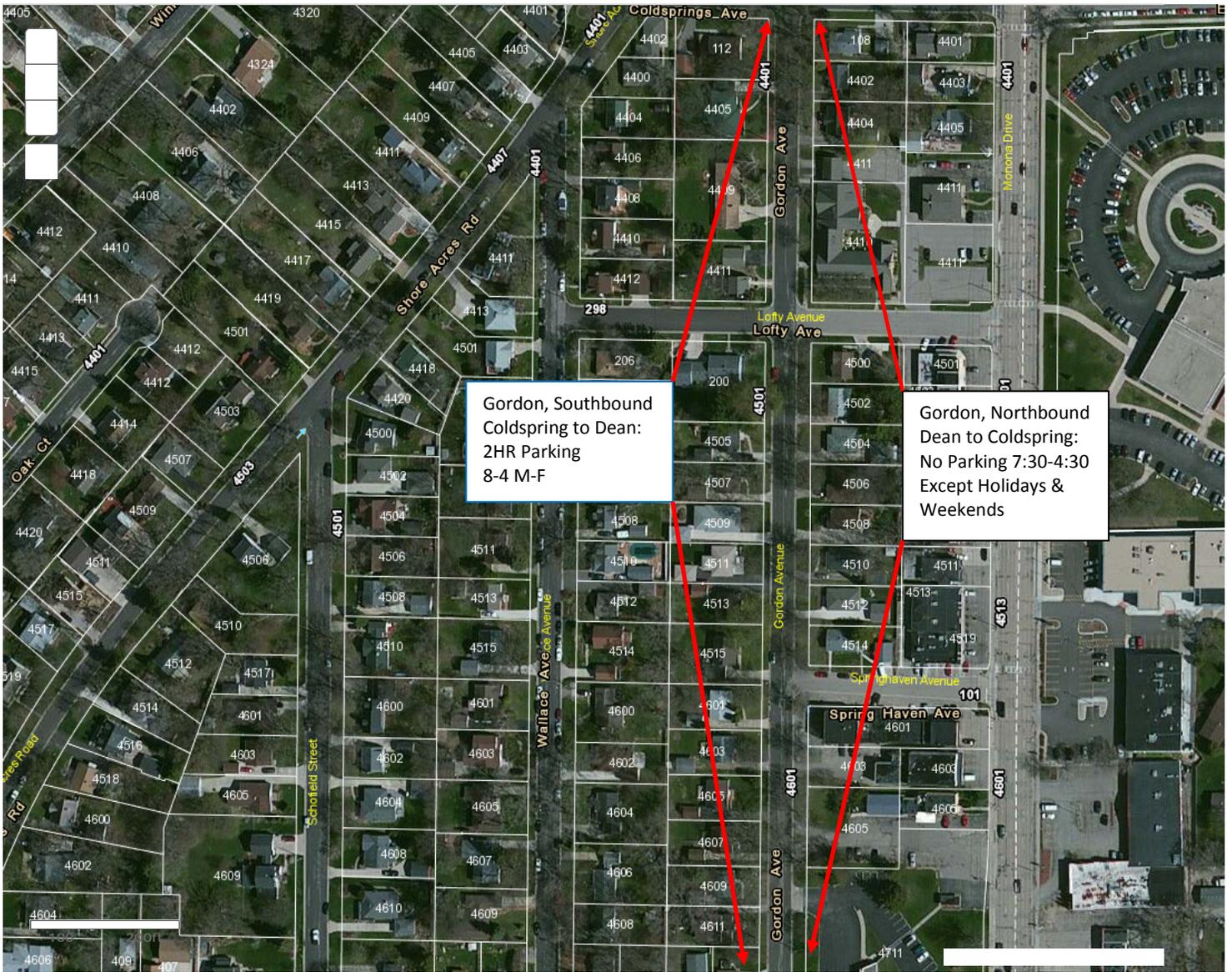
The public safety commission will be asked to review the parking restrictions at their next meeting. The streets the public works committee is seeking feedback on include Gordon (Coldspring to Dean), Wallace (Shore Acres to Dean), Shore Acres (Schofield to Parkway), and Parkway. In addition to any other ideas the public safety commission discusses, the public works committee is looking for feedback on specific sign language, No Parking Odd/Even Calendar Dates, 7:00am to 4:00pm, on Monona Grove School Days.

NEXT SCHEDULED MEETING: Wednesday, June 1, 2016.

ADJOURNMENT

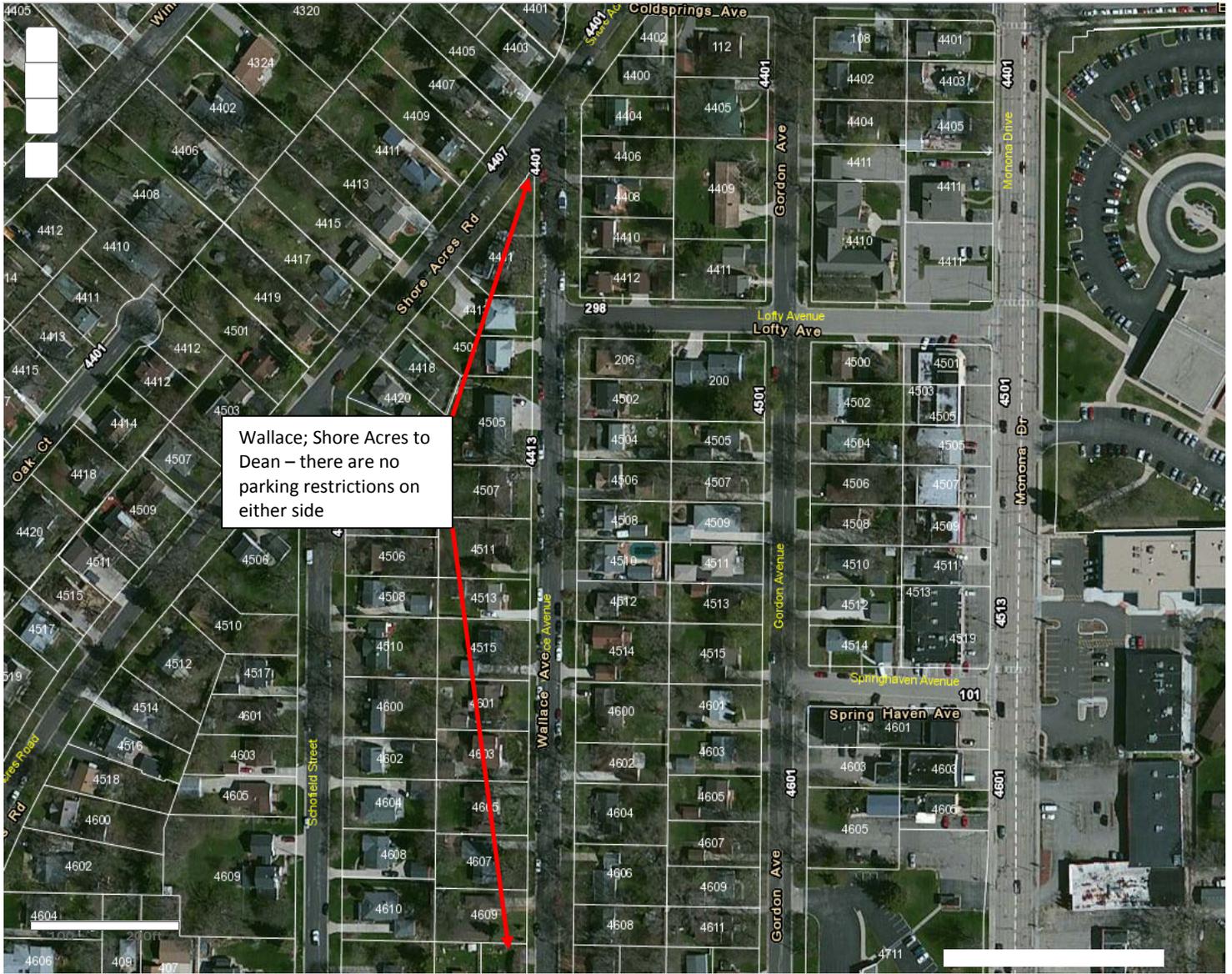
A motion was made by Mr. Turino and seconded by Ms. Busse to adjourn was carried (7:35 pm).

Daniel Stephany
Director of Public Works



Gordon, Southbound
Coldspring to Dean:
2HR Parking
8-4 M-F

Gordon, Northbound
Dean to Coldspring:
No Parking 7:30-4:30
Except Holidays &
Weekends



Wallace; Shore Acres to Dean - there are no parking restrictions on either side

MONONA WATER UTILITY
 5211 SCHLUTER ROAD
 MONONA, WI 53716-2598
 (608) 222-2525

CODE	READINGS		USAGE	AMOUNT
	PREVIOUS	CURRENT		
WU	379	744	365	1,341.75
WS				21.00
SU			365	930.75
SS				38.53
SW				27.09
PF				30.95
LI				
WC				
SC				
WP				
SP				
FP				
PS				
LP				

PRESORTED
FIRST CLASS MAIL
 U.S. POSTAGE
PAID
 Permit No. 1041
 MONONA, WI 53716

**FORWARDING SERVICE
 REQUESTED**
 SERVICE ADDRESS
4555 WINNEQUAH RD

COPY

DUE DATE
05/20/2016
 BILLING DATE
04/30/2016
 ACCOUNT NO.
984555.01
 SERVICE TYPE
RESIDENTIAL

AMOUNT DUE
2,390.07
 AFTER DUE DATE PAY
2,413.97
 SERVICE FROM - TO
01/08/16 04/06/16

SEE BACK FOR
 EXPLANATIONS

SEE OUR MYMONONA.COM WEBSITE!

RETURN BOTTOM PORTION WITH PAYMENT
 PAST DUE AFTER
05/20/2016
 AFTER DUE DATE PAY
2,413.97

ACCOUNT NO. 984555.01 AMOUNT DUE **2,390.07**

Service Address: **4555 WINNEQUAH RD**

MARK & SUSAN ROGERS
4555 WINNEQUAH RD
MONONA WI 53716

DETACH HERE →

Customer: 984555.01 ROGERS, MARK & SUSAN 4555 WINNEQUAH RD
 4555 WINNEQUAH RD 984555 563-726-9296 MONONA WI 53716
 Account balance: 1,509.33
 Balance due: 05/20/2016 2,405.02
 Last payment: 02/18/2016 177.87-

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History Supplemental

Date	Description	Amount	Balance	A/R by service:
09/30/2015	Payments	1.94	.00	
09/30/2015	Billings	.00	.00	Water Usage 1,341.75
10/31/2015	Payments	.00	.00	Water Service Charge 21.00
10/31/2015	Billings	183.27	183.27	Sewer Usage 35.06
11/30/2015	Payments	183.27	.00	Sewer Service Charge 38.53
11/30/2015	Billings	.00	.00	Storm Water 27.09
12/31/2015	Payments	.00	.00	Public Fire Protec. 30.95
12/31/2015	Billings	.00	.00	Large Item Collectn. .00
01/31/2016	Payments	.00	.00	Water Credit .00
01/31/2016	Billings	177.87	177.87	Sewer Credit .00
02/29/2016	Payments	177.87	.00	Water Penalty 13.63
02/29/2016	Billings	.00	.00	Sewer Penalty .74
03/31/2016	Payments	.00	.00	Public Fire Penalty .31
03/31/2016	Billings	.00	.00	Storm Water Penalty .27
04/30/2016	Payments	.00	.00	Large Item Penalty .00
04/30/2016	Billings	2,390.07	2,390.07	
05/31/2016	Payments	.00	2,390.07	
05/31/2016	Billings	890.74	1,509.33	
				1,509.33

05/31/2016	04/30/2016	03/31/2016	02/29/2016	01/31/2016	12/31/2015	11/30/2015	10/31/2015	09/30/2015	07/31/2015	06/30/2015	08/31/2015	Balance
14.95	1,494.38	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,509.33

Location: 984555.01 ROGERS, MARK & SUSAN 4555 WINNEQUAH RD 984555 608-222-0000 MONONA WI 53716

Account balance: 2,390.07
 Balance due: 05/20/2016 2,390.07
 Last payment: 02/18/2016 177.87

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History Supplemental

Meter ID	Service
41807718	Water Usage

Meter: 41807718
 Status: Active
 Route-Sequence: 16-375
 Multiplier: 1.0000
 Sequence number: 1
 Size: 3/4" METER

Activity	Meter	Electronic Reading	Registers	Detail	Attachments	Notes	
Meter ID	Action Code	Period Date	Read Date	Multiplier	Reading	Reading Usage	Information Code
41807718	New Connect	09/30/2014	09/23/2014	1.0000	304	0	
41807718	Period Meter Reading	10/31/2014	10/13/2014	1.0000	306	2	
41807718	Period Meter Reading	01/31/2015	01/07/2015	1.0000	324	18	
41807718	Period Meter Reading	04/30/2015	04/07/2015	1.0000	339	15	
41807718	Period Meter Reading	07/31/2015	07/08/2015	1.0000	354	15	
41807718	Period Meter Reading	10/31/2015	10/07/2015	1.0000	367	13	
41807718	Period Meter Reading	01/31/2016	01/08/2016	1.0000	379	12	
41807718	Period Meter Reading	04/30/2016	04/08/2016	1.0000	744	235	

Resolution No. 16-06-xxxx
Monona Common Council

**A RESOLUTION AMENDING THE 2016 CAPITAL BUDGET TO COMPLETE
ADDITIONAL STREET REPAIR AND MAINTENANCE**

WHEREAS, the 2016 Capital Budget includes \$275,000 to complete the annual Street Repair & Maintenance Program and the 2016 Resurfacing and Micro Surfacing program contracts total \$268,075.78; and,

WHEREAS, in addition to the micro surfacing and resurfacing project the Director of Public Works would like to complete infra-red seamless patching at approximately eighteen locations in 2016; and,

WHEREAS, the 2016 Capital Budget includes \$26,500 to complete epoxy pavement marking at the South Towne round a bout and the contract to complete this work totals \$13,445; and,

WHEREAS, the Director of Public Works is requesting the 2016 Capital Budget be amended to reallocate \$12,500 from the South Towne Pavement Marking account to the Street Maintenance and Repair account to complete infra-red seamless patching at various locations throughout the City; and,

WHEREAS, the Public Works Committee discussed this topic at its June 1, 2016 meeting and is recommending the 2016 Capital Budget be amended to reallocate \$12,500 to complete infra-red seamless patching; and,

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Monona, Dane County, Wisconsin, hereby authorizes amending the 2016 Capital Budget to reallocate \$12,500 to the 2016 Street Maintenance and Repair account to complete infra-red seamless patching.

Adopted this day of June, 2016.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Robert E. Miller
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Public Works Committee, 6/1/16

Council Action:
Date Introduced:
Date Approved:

City of Monona
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. 16-06-xxxx
		Ordinance Amendment No. _____

Title:
 2016 Capital Budget Amendment to Complete Additional Street Repair and Maintenance

Policy Analysis Statement:

Brief Description Of Proposal:

A capital budget amendment is requested to complete additional street maintenance and repair to approximately eighteen locations throughout the City. The 2016 Capital Budget includes \$275,000 to complete street repair, and the resurfacing and micro surfacing contracts total \$268,075.78. The South Towne Pavement Marking account includes \$26,500, and the contract to complete this work totals \$13,445. The public works director is requesting approval to transfer \$12,500 to the Street Maintenance and Repair account. The remaining balance in the Street Maintenance and Repair account (\$6,924.22), in addition to the requested \$12,500, would be used to complete infra-red seamless patching throughout the City.

Current Policy Or Practice:

The will be allocated to the 2016 Capital Budget, Street Repair & Maintenance Program, and Annual Sewer Repair account.

Impact Of Adopting Proposal:

Street Repair Capital Budget Funding: \$275,000
 Revised Allocation: \$287,500

South Towne Pavement Marking Funding: \$26,500
 Revised Allocation: \$14,000

Manhole Adjustment Bid Amount: \$1,800 (allocated to Annual Sewer Repair account in capital budget)

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57330	903	Street Repair & Maintenance Program	\$275,000			\$287,500
400	57	57330	986	South Towne Pavement Marking	\$26,500			\$14,000

Prepared By:

Department: Public Works Prepared By: Daniel Stephany, Dir Public Works Reviewed By: Marc Houtakker, Finance Director	Date: May 20, 2016 Date:
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Sec. 6-1-2

Excavations in Streets.

- (a) **Permit Required.** No person or utility shall make or cause to be made any excavation in or under any street, alley or sidewalk in the City without first obtaining from the City Engineer a written permit therefor.
- (b) **Excavator to Save City Harmless.** The application for the permit shall state the purpose for which the permit is desired and the location of the proposed excavation, which shall contain an agreement that the applicant will pay all damages to persons or property, public or private, caused by the applicant, the applicant's agents, employees or servants in the doing of the work for which the permit is granted, and that he will save the City free and harmless of any damages or claims against it by reason of the execution of the work for which the permit is granted. Any applicant may be required as a condition to the granting of a permit, in the discretion of the Council, to file an undertaking in such amount as the Council shall determine to leave the street, sidewalk, or alley in as good condition as the same was in when the work was commenced, to at all times keep the place where the excavation is made properly guarded by day and lighted by night and to save the City harmless from any and all damages, costs and charges that may accrue from the applicant's use of such street, alley or sidewalk by reason of such excavation.
- (c) **Permit Does Not Grant Occupancy Privilege.** No permit for an excavation granted under this Section shall convey or grant any privilege to occupy the space within or below any street, or sidewalk, or any utility, vault, pipe, drain or any other thing.
- (d) **Size and Closing of Excavations.** When excavations are made under the provision of this Section, the excavation shall not be larger and shall not be left open longer than the necessities of the work demand.
- (e) **Materials From Excavation Not to Interfere With Public.** In opening any street or other public way, all materials for paving or ballasting shall be removed with the least possible injury or loss and together with the excavated material from the trenches shall be placed where the least practicable inconvenience to the public will be caused, and admit free passage of water along the gutters.
- (f) **Openings to Have Protection.** All openings made in the public streets or alleys in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, approved lights or flashers shall be maintained upon the same at night, and all necessary precautions shall be taken to prevent accidents.
- (g) **Materials to Be Replaced.** In opening a trench on any street or lot, the sidewalk materials, sand, gravel and earth, or whatever material is removed or penetrated, shall be replaced in a manner satisfactory to the City Engineer and any remainder removed at once, leaving the street or sidewalk in perfect repair and shall be so maintained for a period of one (1) year thereafter. In addition, all gas, water and electric lines or conduits must be protected from injury or settling in a manner satisfactory to the City Engineer. In refilling the excavation all earth, stone and screenings shall be thoroughly and properly tamped and the surface of the street, sidewalk or alley left in as good condition as the same was in before the excavation was made.
- (h) **Paved Streets.** When any excavation is made in a permanently paved road or street or in any road or street which at any time is to be permanently paved, all clay or hard pan must be removed and the excavation entirely backfilled with sand or gravel or other required material thoroughly wet and consolidated or tamped in six (6) inch layers. **The general orders on tunnel, caisson and trench construction as issued by the Wisconsin Department of Industry, Labor and Human Relations are adopted by reference and shall govern such construction.**
- (i) **No Excavation When Ground Frozen.** No excavation in the streets, alleys, or other public ways shall be permitted when the ground is frozen, except as approved by the City Engineer.

Ch. 395, Streets and Sidewalks

Art. I, General Regulations

§§ 6-1-1 to 6-1-11 of the 1994 Code

This article pertains to street grades, opening and construction, obstructions and numbering and naming of streets.

- A. In § 395-2H, should the reference to the Wisconsin Department of Industry, Labor and Human Relations be updated to the Department of Safety and Professional Services, or to another department?

Decision:

Update title to the Department of Safety and Professional Services.

Update title as follows:

- B. Section 395-4H(7) reads in part: "The excavation requirements set forth in Chapter SPS 332.38, Wis. Admin. Code and 29 CFR 1926.651, as may be amended from time to time, are hereby incorporated by reference and shall govern such construction." Requirements at Side Roads and Ramps, included at the end of the chapter.

Recommend the entire last sentence of subsection H to read, "The excavation requirements set forth in Chapter SPS 332.38, Wis. Admin. Code and 29 CFR 1926.651, as may be amended from time to time, are hereby incorporated by reference and shall govern such construction."

Decision:

- Revise "shown on the diagram marked Exhibit B" to: _____
- Exhibit B is not included in the Code, but add a footnote that Exhibit B is on file in the City offices.
- Other: _____
- Retain as written.

- C. Section 395-8D contains forfeiture amounts for violations of § 395-8A, as follows:

- (1) First offense: \$25.
- (2) Second offense: \$50.
- (3) Third offense: \$75.
- (4) Fourth and subsequent offenses: \$100 for the fourth offense with the forfeiture increasing \$25 for each subsequent offense.

Decision:

- Revise as follows: (write in revisions above)
- Retain as written.

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

DEPARTMENT: Public Works & Utilities

MONTH OF: May 2016

Accomplishments:

- Two DPW part time mowing staff started the week of May 16th. Areas maintained include Broadway and Monona Drive medians, entry sail area, South Towne medians and roundabout, well houses, and lift stations.
- Part time staff for maintenance of Monona Drive block walls will start the second week of June.
- Epoxy painting at the roundabout has started. One more day of painting remains, and will be completed once dry weather moves into the area.
- Crews completed landscape maintenance to various areas behind the Broadway split rail fence.
- Crews installed the concrete base for the new handrails that will be installed on Nichols Road at the Winnequah Park channel. Rails to be installed the first week of June.
- Crews replaced various curb sections at Well 1, and on Pocahontas Drive.
- Crews began grinding the centerline pavement marking on Bridge Road and Frost Woods Road. These roads will be micro surfaced this coming summer.
- Crews installed the replacement order of street signs that were purchased to meet the federal retro-reflectivity standards.
- Crews completed stump grinding at various locations throughout the City.
- Crews completed another round of pot hole patching.
- Crews completed annual safety training for hearing conservation and lock out tag out. Two more training sessions are scheduled for 2016.
- Crews completed another round of street sweeping.
- Crews completed spring flushing for 2016.
- Crews completed repairs to another water service leak. We have had four service leak repairs so far this year.
- Crews completed repairs to water shut off valves. Mainly raising them in front yards to make them accessible when needed.

Major Projects / Issues:

- City Hall staff refreshed the Lead Service Information Notice on the City's website. Information has been on the website since early 2016. The Herald Independent published various news articles relating to the national lead service issue, and on information that is posted on the City's website. The 2015 Water Quality Report is due to be published in this week's edition of the Herald Independent, which has a section dedicated to information about lead in water.
- The Schluter Park project is underway. Work completed so far for DPW includes installing the first sediment chamber. Channel dredging is expected to start the first week of June.
- Strand Associates continues work on design for the 2017 road reconstruction project. Strand staff will attend the June public works committee meeting, and the first June meeting of City Council, to provide an update on designs to date.
- Spray patching and crack filling for the micro surfacing project is scheduled to start in early June. The contractor has not yet determined the micro surfacing schedule.
- The street resurfacing work has not yet been scheduled by the contractor.

In Progress / Routine Duties:

- Completed meter changes and meter reading for the month.
- Completed daily rounds at the wells and lift stations, collected required water samples, and complete diggers hotline locates for the month.
- Clean floor drains at the shop, complete inventory of shop items, and complete shop maintenance for the month.
- Complete street sign repair for the month. We also received our bulk order of regulatory signs for replacement. Signs are being replaced to meet the federal retro-reflectivity standards.
- Coordinate City projects with our engineers.
- Continuing with research and review of specifications for vehicles scheduled to be replaced in 2017.

Upcoming Objectives / Events:

5/26/16

MONTHLY DEPARTMENT HEAD REPORT TO COUNCIL

- Annual Water Quality Report is due to the WDNR by July 1, 2016
- Annual sanitary sewer CMAR is due to the WDNR by June 30, 2016
- The newly required report for the sanitary sewer collection system, the CMOM report is due to the WDNR by August 1, 2016
- The curbside solid waste and recycling contract expires at the end of 2016. The RFP for these services is expected to be prepared and sent to providers in late June or early July.

Personnel:

- We have one opening in the water and sewer utility division of public works, which is expected to be filled by this coming August.