

# **PUBLIC WORKS COMMITTEE**

January 4, 2012

Approved February 1, 2012

## **Minutes**

The regular monthly meeting of the Public Works Committee for the City of Monona was called to order at 6:30 p.m. by Chairman Kugle.

Present: Alderman Kugle, Alderman Wiswell (arrived at 6:35pm), Mr. McConnell, Mr. Stolper, Ms. Busse, Mr. Franklin, Mr. Besch, Mr. Turino, Mr. Podell

Absent: None

Also Present: Administrator Marsh, DPW Director Stephany

### APPROVAL OF MINUTES

A motion was made by Ms. Busse, seconded by Mr. Besch to approve the minutes of the November 2, 2011 Public Works Committee meeting. Motion carried. (No PWC Meeting held for December 2011)

### APPEARANCES

Polly Brandes, 1112 Pocahontas Drive – briefly spoke to thank the public works committee for their recommendation to remove Lagoon du Sud from the 2012 dredging project. Ms. Brandes also stated that she noticed the agenda included discussion on the dredging assessment formulas. She indicated that she hoped it would include a minimum and maximum limit.

### OLD BUSINESS

None

### NEW BUSINESS

6A: Administrator Marsh was present to lead the discussion on the Council's request to review consolidation of committees. The Council and Mayor are seeking committee feedback as to what committees can be consolidated. An example would be for the Ad Hoc Flood Committee to be consolidated into the Public Works Committee (PWC).

Mr. McConnell mentioned that the Ad Hoc Flood Committee is ad hoc to the PWC, and feels that the committee has run its course and fulfilled its purpose. Mr. Podell asked if a list of committees could be provided at an upcoming meeting to see what may be consolidated in to the PWC.

Seeing as though this was not an action item there was no motion made. This topic will be reviewed again at the February meeting.

6B: Administrator Marsh and Director Stephany introduced a new option for securing a contracted consulting engineering firm, based on a model in place at the City of Middleton. When the committee last discussed this topic there was apprehension with contracting with one firm to do all of the City's engineering. The model presented discusses contracting with up to three engineering firms for a 2-3 year period. Engineering projects would be based on the firm's contracted price and expertise with the proposed project. Administrator Marsh noted that an option like this would give the City the option to act quickly, if needed, to begin a project versus going through the RFP process, which could take a few months to complete. This type of model would also allow the City to work with engineering firms that have proven themselves in our community and allows the City to work with firms that we have had good experience with.

Mr. Stolper added it would not be in the City's best interest to go to just one of the potentially three firms to obtain project pricing. It would be in our best interest to get project pricing from all the contracted firms. This option would also allow the City to obtain engineering quickly for minor projects. Administrator Marsh reminded the committee that any project greater than \$25,000 would require the City to obtain more than one price. To ensure accountability, all projects will be reviewed by Administrator Marsh.

If approved, Administrator Marsh suggested that the PWC be part of the selection process. Interviews could be completed at a PWC meeting. The interview process would provide an element of competition. This proposal will not go out for RFP. Up to seven selected firms will be invited to submit their qualifications and pricing for a three year period.

A motion was made by Ms. Busse, seconded by Mr. Stolper to approve the concept presented; selecting up to three qualified consulting firms that will provide consulting engineering services to the City, as determined by the PWC interview process. Motion carried.

6C: Alderman Kugle introduced the topic of discussing changes to the dredging assessment formula, as requested by Council. At the September 6, 2011 Council meeting it was stated that the assessment formula could be revised. Corner parcels should be treated the same as road projects; full assessment on the long side, and half assessment on the short side. This change would affect two corner lot properties.

Mr. Stolper asked the committee if there should be a minimum and maximum property frontage assessment. Alderman Wiswell indicated that this formula needs to be worked out due to the vast difference in potential assessment charges, as based on frontage.

Administrator Marsh stated that due to legal issues we will be asking the affected residents if they are willing to pay the assessments for the project. The residents will have to agree beforehand to be assessed, prior to accepting any bids. A certain percent of the residents need to agree to be assessed to move forward with the project.

A motion was made by Alderman Wiswell, seconded by Mr. Turino to table this issue until the February PWC meeting. Motion carried.

6D: An update to the written operations report was provided by Director Stephany. There are approximately 100 parcels that still do not have the automated solid waste cart. These are on back-order until February 2012. Trash at these locations will be collected as they have in the past until new carts are received. There has been some confusion with the new collection routes. Veolia has offered to hold one additional collection on Friday, January 6, 2012 at no additional charge to the City for affected parcels.

The Chapter 30 permit has not yet been granted by the WDNR to add Cove Circle to the dredging project. An update will be provided at the February meeting.

#### MISCELLANEOUS BUSINESS

None

NEXT SCHEDULED MEETING: Wednesday, February 1, 2012.

#### ADJOURNMENT

A motion by Alderman Wiswell, seconded by Ms. Busse to adjourn was carried (7:43pm).

Respectively Submitted,

Daniel Stephany  
Director of Public Works