

## **PUBLIC WORKS COMMITTEE**

September 5, 2012

### **Minutes**

**Approved October 3, 2012**

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

Present: Alderperson Thomas, Ald. Speight (arrived 6:33pm), Mr. Stolper, Ms. Busse, Mr. Franklin, Mr. Besch, Mr. Turino, Mr. Podell,

Excused: Mr. McConnell

Also Present: Director Stephany

#### APPROVAL OF MINUTES

A motion was made by Ms. Busse, seconded by Mr. Turino to approve the Public Works Committee minutes of August 1, 2012 was carried.

#### APPEARANCES

Alderman Doug Wood – appeared to inform the committee that he received his most recent water bill and thought the bill would be effective if it showed the current rates and the breakdown in rate structure to better inform the utility customers. Alderman Wood did discuss this by phone and email with the finance and public works director. Alderman Wood stated that the finance director thought the billing program could be modified to show the rates.

Tom Stolper – appeared to inform the committee that it seems incongruous to have the planning commission require certain standards of people and developers and then not require the same standards for public works projects, with reference to the recently installed generators in Belle Isle. Mr. Stolper feels that some form of screening needs to be completed at the generator sites, and the generator locations for future installation. Mr. Stolper feels that public works should not receive any additional vehicles until the generators are screened.

Alderman Speight – stated on behalf of John and Joan Weinke at 6208 Roselawn, who have concerns about the street pavement deterioration. The residents are concerned about the condition of the road and are curious as to when the road will receive maintenance. The residents feel that the road condition is the result of heavy traffic from from the recent Monona Drive project.

#### OLD BUSINESS

None

#### NEW BUSINESS

**6A:** Review final draft of Equipment Replacement Policy & Rating System – the final draft of the policy and rating system reflects the comments and changes desired from the June 2011 public works committee discussion. The policy discusses how the department will address purchasing, maintaining, and replacement of equipment and vehicles. Mr. Stolper did offer the committee a copy of the draft policy changes as discussed in 2011. An example of the points rating system and mechanics discussion was presented at the August 1<sup>st</sup> public works committee during the 2013 capital budget review.

A motion was made by Mr. Turino, seconded by Ms. Busse to approve the Equipment Replacement Policy & Rating system as presented was carried.

**6B: Initial review 2013 public works and utilities operating budget** – Director Stephany presented and explained the draft operating budget sheets for the public works and utility operations. Mr. Stolper asked how the salaries are calculated and where individual salaries are allocated to. The committee would like to see FTE and salary allocations at the October meeting.

The committee reviewed all sections of the budgets presented. Committee changes on the draft budget presented include reducing the Snow & Ice Overtime Salaries by \$3,000, and increasing the Fuels & Additives by \$3,000 in the Street Maintenance & Construction budget. Based on new information presented to the committee, the Water Treatment Chemical expense line in the Water Utility budget will increase by \$2,135 dollars.

No motion was made on the draft public works and utility operating budgets. The committee would like to review again at the October meeting.

**7A: 2012 capital projects crack filling bid review** – The City received bids on August 16<sup>th</sup> for crack filling road maintenance services on various sections of City streets. The low bid was provided by Crack Filling Services Corporation in the amount of \$73,750. This work will be allocated to the street maintenance account in the 2012 capital budget. The City Council approved the bid at the September 4<sup>th</sup> meeting, pending approval of this committee.

A motion was made by Ms. Busse, seconded by Mr. Podell to recommend awarding the crack filling bid to Crack Filling Services Corp. for the amount of \$73,750 was carried.

**7B: 2012 capital projects, generator installation bid review** – The City received bids on August 2, 2012 for the installation of the stand-by emergency generators. The low bid was provided by Forward Electric for the amount of \$122,452. Forward Electric provided the installation services for the generators that were installed in the Belle Isle neighborhood in 2011. An engineer's recommendation was provided in support of awarding the project to Forward Electric. The City Council approved the bid at the September 4<sup>th</sup> meeting, pending approval of this committee.

A motion was made by Ms. Busse, seconded by Mr. Turino to recommend awarding the generator installation bid to Forward Electric for the amount of \$122,452 was carried.

An amendment to the above motion was made by Mr. Stolper, seconded by Mr. Turino to provide screening on the generators installed in 2012 within one year of installation, and that funds should come from the unused balance approved for 2012 Generator project, was carried.

Screening approvals will come back to the committee prior to installation.

**7C: 2012 capital equipment valve maintenance trailer bid review** – The City received bids on August 10, 2012 for one 2012 Standard LX VMT diesel valve maintenance trailer. The low bid received was from EH WACHS for the amount of \$58,350. The VMT will be used to exercise water system valves, and to clean catch basins, valve boxes and curb stops. The VMT will also record and store data on all infrastructures as needed. To complete the purchase a budget amendment is required to move \$33,350 from the Madison water connection project to the valve maintenance trailer purchase.

A motion was made by Ms. Busse, seconded by Mr. Besch to recommend awarding the purchase of the valve maintenance trailer to EH WACHS for the amount of \$58,350 was carried.

**NEXT SCHEDULED MEETING:** Wednesday, October 3, 2012.

ADJOURNMENT

A motion was made by Mr. Stolper, seconded by Ms. Busse to adjourn was carried (8:43pm).

Daniel Stephany  
Director of Public Works