

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, April 27, 2016
ROOM 207, CITY HALL
6:30 p.m.**

MEMBERS: David Nennig, Andy Nicholson, John Vander Leest, Chris Wery

1. Election of Chair and Vice Chair.

A motion was made by Ald. Vander Leest and seconded by Ald. Wery to elect Ald. Nicholson as Improvement & Service Committee Chairman.

Motion carried.

A motion was made by Ald. Vander Leest and seconded by Ald. Nennig to elect Ald. Wery as Improvement & Service Committee Vice-Chairman.

Motion carried.

2. Approval of the minutes from the regular meeting on April 13, 2016.

A motion was made by Ald. Nennig and seconded by Ald. Wery to approve the minutes from the regular meeting on April 13, 2016. Motion carried.

3. Approval of the agenda.

To accommodate those in attendance, item numbers 4 and 6 will be discussed first and then the Committee will return to the proposed agenda.

A motion was made by Ald. Nennig and seconded by Ald. Wery to approve the agenda as amended. Motion carried.

4. Request by Annette Wilber to rescind the special collection charge of \$70.00 at 1002 Cherry Street.

Department of Public Works (DPW) has been granted the authority to review early set outs, long grass and weeds, and snow and ice removals for first offenders, and to rescind the charges if warranted. The address of 1002 Cherry Street has had prior offenses. DPW does not recommend rescinding the fee.

The floor was opened for discussion and Annette Wilber explained her side of the situation. She admitted that they did not put the remodeling debris out the week of bulk waste pick-up because it was raining. They put their items out the next week. Once the items were not picked up they retrieved their items from the curb. In the meantime, other people were adding items to the pile at the curb. Ms. Wilber stated that they cannot see the pile from the residence, so they were not able to monitor the pile and determine who was adding materials. Once they noticed the material was not picked up they had called sanitation to determine what to do.

The floor was closed to discussion and the Committee members discussed the item. Ald. Nennig stated that the property owner will receive the bill. In the past the Committee was told by renters that landlords typically pass on the fees. The past Committee would listen to the resident's explanation and if it was reasonable the Committee would show sympathy and rescind the fee.

A motion was made by Ald. Nennig and seconded by Ald. Wery to approve the request by Annette Wilber to rescind the special collection charge of \$70.00 at 1002 Cherry Street.

Motion carried.

5. Review and approval of the 2015 Department of Public Works Capital Improvement Program.

Director Grenier handed out copies of the 2016 DPW Capital Improvement Program to the Committee members. The City has seen a slight increase in the subdivision market which has been inactive since about 2006. DPW will bond several projects in the year prior to their construction so that the money is in house allowing construction to begin earlier the following year. Bond money typically becomes available well after the construction season begins.

At the direction of the previous Committee, DPW is following the process for addressing railroad crossings that require maintenance. The State has a new Commissioner of Railroads and he had stated that he will fix the process for repairing railroad crossings.

Each project was reviewed and the Director answered the Committee member's questions as they arose.

The pavement bonding request for the 2016 Program is \$5,820,000.00. The sanitary sewer bonding amount is \$3,280,000.00, and the parking ramp repairs bonding amount is \$600,000.00. The total DPW bonding request is \$9,700,000.00.

Ald. Vander Leest asked DPW to prepare a cost comparison between replacing the pavement on N. Webster using the existing cross-section and the proposed cross-section. This alternative would involve returning \$4.9 million in federal funding for construction.

A motion was made by Ald. Nennig and seconded by Ald. Wery to approve the 2016 Department of Public Works Capital Improvement Program and forward to Finance Committee for consideration to be included in the 2016 bond issue. Motion carried.

6. Report of the Purchasing Manager:

A. Request approval to purchase a used John Deere Backhoe/Loader from Brooks Tractor, Inc. for \$78,000.

DPW Operations Division has been leasing this 2014 John Deere backhoe/loader from Brooks Tractor, Inc. for the past year. The Operations Division had operated and maintained this backhoe/loader since the City began leasing it. Brooks Tractor, Inc. has offered to sell the unit to the City for fair market value and will apply 100% of the

lease payments towards the purchase price. Purchasing Department has researched the fair market value of the backhoe/loader and verified that the value used by Brooks Tractor, Inc. was a valid fair market value. DPW recommends approval of the purchase of the used John Deere Backhoe/Loader from Brooks Tractor, Inc. in the amount of \$78,000.00.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the report of the Purchasing Manager:

A. To purchase a used John Deere Backhoe/Loader from Brooks Tractor, Inc. for \$78,000.

Motion carried.

7. Review and award of the contract PARKS PROJECT 3-16: FALLING STAR RIDE.

This project includes providing a concrete slab for the trailer mounted ride and queuing area for the new Falling Star ride. Also included is the construction of required infrastructure and storm water facility. There were two bids received. DPW recommends awarding the contract to Peters Concrete in the amount of \$389,647.25.

A motion was made by Ald. Wery and seconded by Ald. Nennig to approve to award the contract PARKS PROJECT 3-16: FALLING STAR RIDE to the low, responsive bidder Peters Concrete in the amount of \$389,647.25. Motion carried.

8. Request by 360 Development to place HVAC objects in the right-of-way of the Public Alley north of Cherry Street, south of Pine Street, west of Washington Street, utility services for redevelopment of the Watermark Building.

The ground level space on the south side of Pine Street is being developed as a restaurant. The alley space was the only option available for the Heating, Ventilation, and Air Conditioning (HVAC) equipment to be located in. The other two unacceptable options would be to have the equipment located over/on City Deck or on Pine Street right-of-way. DPW recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement to allow the HVAC equipment to be located in alley right-of-way.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by 360 Development to place HVAC objects in the right-of-way of the Public Alley north of Cherry Street, south of Pine Street, west of Washington Street, utility services for redevelopment of the Watermark Building contingent upon executing a Hold Harmless Agreement, placing on file with the City applicable insurance, obtain all necessary City approvals, and authorize the Mayor and City Clerk to execute the agreement.

Motion carried.

9. Applications for Concrete Sidewalk Builder's Licenses by the following:

- A. Evraets Concrete Construction, LLC
- B. Helmle Construction, Inc.
- C. Melnarik Concrete, Inc.

All applicants for Concrete Sidewalk Builder's Licenses have held a license with the City in the past. DPW recommends approval of all applications and granting the licenses.

A motion was made by Ald. Nennig and seconded by Ald. Wery to approve the applications for Concrete Sidewalk Builder's Licenses by the following:

- A. Evraets Concrete Construction, LLC
- B. Helmle Construction, Inc.
- C. Melnarik Concrete, Inc.

Motion carried.

10. Applications for Tree & Brush Trimmer Licenses by the following:

- A. Consciously Fresh Tree Service
- B. S & D Tree Service

All applicants for Tree & Brush Trimmer Licenses have held the license with the City in the past. DPW recommends approval of all the applications and granting the licenses.

A motion was made by Ald. Nennig and seconded by Ald Vander Leest to approve the applications for Tree & Brush Trimmer Licenses by the following:

- A. Consciously Fresh Tree Service
- B. S & D Tree Service

Motion carried.

11. Director's Report on recent activities of the Public Works Department.

The Operations Division is completely converted over to summer time operations. They have completed the second round of yard waste pick-up.

The printer used by the Parking and Operations Divisions in City hall had failed and a new printer needed to be purchased. The cost of the new printer was \$700.00 which was split 50/50 by each division. The purchase is being reported here due to the fact that the total cost was over \$500.00.

A motion was made by Ald. Wery and seconded by Ald. Vander Leest to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Nennig and seconded by Ald. Wery to adjourn the meeting. Motion carried.

Meeting adjourned at 8:25 p.m.