

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, May 11, 2016
ROOM 207, CITY HALL
5:30 p.m.**

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

1. Approval of the minutes from the regular meeting on April 27, 2016.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the minutes from the regular meeting on April 27, 2016. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, item number 9 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. Vander Leest to approve the agenda as amended. Motion carried.

3. Request by Ald. Zima, on behalf of all people who cross the Walnut Street Bridge, that the Department of Public Works provide emergency repairs to the railroad crossing at about 100 West Walnut Street (referred to Law Department at April 13, 2016 Improvement & Service Committee meeting).

Director Grenier stated that this communication was originally brought forward at the March 15, 2016 Common Council meeting. The process that is used today was summarized. The railroad crossing in question is located in railroad right-of-way and not City right-of-way. As such Department of Public Works (DPW) personnel cannot perform the repair.

City Attorney Chavez reviewed the situation. She stated that the state statute was modified at some point in the past, prohibiting the City from completing repairs and billing the railroad. The modifications to the statute dictate the City follow the complaint process specified in the statute. The City cannot trespass on railroad property.

If a crossing deteriorates and becomes unsafe, as an emergency measure the road can be closed.

Director Grenier stated he has been in contact with the railroad and will discuss the possibility of the City milling the asphalt humps level with adjacent roadway of the crossing in question. The City is currently rating all crossings in the city on a 1 to 10 scale.

A motion was made by Ald. Vander Leest and seconded by Ald. Nennig to receive and place on file the request by Ald. Zima, on behalf of all people who cross the Walnut Street Bridge, that the Department of Public Works provide emergency repairs to the railroad crossing at about 100 West Walnut Street. Motion carried.

4. Request by Ald. Scannell to look into building the East River Trail with solar pavement.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to receive and place on file the request by Ald. Scannell to look into building the East River Trail with solar pavement. Motion carried.

5. Request by Ald. Scannell to look into how the City might regulate lead paint.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to refer to Law Department and Protection and Welfare Committee the request by Ald. Scannell to look into how the City might regulate lead paint. Motion carried.

6. Request by Department of Public Works to award a Professional Engineering Service Contract to the low, responsive bidder for "Engineering Design Services for Storm Water Basins 106, 108, 116, 130 and 162 Hydrologic / Hydraulic Analysis".

DPW solicited proposals from three different consultants, Brown and Caldwell, Donohue & Associates, and McMahon and Associates. Two proposals were received, Brown and Caldwell in the amount of \$129,530.00 and McMahon and Associates in the amount of \$96,400.00. DPW recommends awarding the contract for Engineering Design Services for Storm Water Basins 106, 108, 116, 130, and 162 Hydrologic/Hydraulic Analysis to McMahon and Associates in the amount of \$96,400.00.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by Department of Public Works to award a Professional Engineering Service Contract to the low, responsive bidder Mc Mahon Associates for "Engineering Design Services for Storm Water Basins 106, 108, 116, 130 and 162 Hydrologic / Hydraulic Analysis" in the amount of \$96,400. Motion carried.

7. Request by Department of Public Works to purchase three additional licenses and three yearly AutoCAD subscriptions from DLT Solutions using the government services pricing contract in the amount of \$24,162.24.

AutoCAD is a widely used design and drafting software in the Engineering Department. Every user operating the system requires a license. In the past there were times when not everyone that needed to use AutoCAD could due to an insufficient number of licenses. Purchasing three more additional licenses will alleviate that situation. The license purchase will be through the government services pricing contract. DPW recommends approving the purchase of three additional licenses and three yearly AutoCAD subscriptions from DLT Solutions in the amount of \$24,162.24. The funding source for this purchase was approved as part of the 2015 applied surplus package.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by Department of Public Works to purchase three additional licenses and three yearly AutoCAD subscriptions from DLT Solutions using the government services pricing contract in the amount of \$24,162.24. Motion carried.

8. Approval of Bridge Operation Agreement with Wisconsin Department of Transportation for the Mason Street and Walnut Street Bridges for fiscal year 2017.

Annually, the City enters into an agreement with the Wisconsin Department of Transportation which reimburses the City for bridge tender services performed by City staff. The agreement before the Committee at this time covers state fiscal year 2017, which extends from July 1, 2016 to June 30, 2017. This agreement results in a reimbursement of approximately \$520,000 to the City. This summer the state is installing a fiber optic cable to connect all three bridges, allowing for remote operations of the Mason Street and Main Street bridges from the Walnut Street Bridge. DPW recommends approval of Bridge Operation Agreement with Wisconsin Department of Transportation for the Mason Street and Walnut Street bridges for WisDOT fiscal year 2017.

A motion was made by Ald. Vander Leest and seconded by Ald. Nennig to approve the Bridge Operation Agreement with Wisconsin Department of Transportation for the Mason Street and Walnut Street Bridges for fiscal year 2017. Motion carried.

9. Report of the Purchasing Manager:

- A. Request approval to purchase Automated Refuse trucks from Quality Truck Care Center, Inc. for \$490,796.
- B. Request approval to purchase Surveyor Work Stations from Topcon Solutions for \$19,615.

Item A.

Four vendors responded and provided quotations. JX Peterbuilt's offering did not meet several specifications mainly the chassis specification, and V&H Inc. only proposed on the truck body and did not include pricing for a chassis. Purchasing recommends awarding to Quality Truck Care Center, Inc. in the amount of \$490,796.00, which includes the optional air assisted cab tilt feature. Director Grenier stated that the cost of these items were within the budgeted amount.

Item B.

Three vendors provided proposals on the survey equipment. The existing equipment is approximately 10 years old. DPW recommends awarding the Surveyor Work Stations purchase to Topcon Solutions in the amount of \$19,615.00. The funding source for this purchase was approved as part of the 2015 applied surplus package.

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

- A. To purchase Automated Refuse trucks from Quality Truck Care Center, Inc. for \$490,796.
- B. To purchase Surveyor Work Stations from Topcon Solutions for \$19,615.

Motion carried.

10. Review and award of the contract PARKS PROJECT 4-16: JOANNES STADIUM LIGHTING.

The Committee members were referred to Item No. 11 in their packets. Two bids were received for the project. DPW recommends awarding the Parks Project 4-16 Joannes Stadium Lighting to the low, responsive bidder, Bodart Electric in the amount of \$446,753.00.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to award the contract PARKS PROJECT 4-16: JOANNES STADIUM LIGHTING to the low, responsive bidder, Bodart Electric in the amount of \$446,753.00. Motion carried.

11. Approval and payment of the following easements:

Easement for Sidewalks along Morrow Street between Baird Creek and Danz Avenue

Wisconsin Public Service Corporation	\$10.00
Parcel Number 21-297-1	

Committee members were referred to Item No. 11 in their packet. This sidewalk was requested by residents and ordered in a few years ago. The sidewalk will provide sidewalk access from the apartment buildings south of Morrow Street to the retail areas on University Avenue. City staff has been trying to negotiate easements with property owners to avoid impacts to trees and natural areas since that time. The new sidewalk will be constructed on the south side of Morrow Street from Baird Creek Parkway to Danz Avenue. The sidewalk construction will require three easements total. This easement from Wisconsin Public Service Corp. is the first easement to come to Committee. DPW recommends approval of the easement for sidewalk along Morrow Street between Baird Creek and Danz Avenue.

Ald. Nennig stated that he has seen pedestrians and wheelchairs traveling in the roadway on this stretch of Morrow Street.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve and authorize payment of the following easements:

Easement for Sidewalks along Morrow Street between Baird Creek and Danz Avenue

Wisconsin Public Service Corporation	\$10.00
Parcel Number 21-297-1	

Motion carried.

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

- A. A & M Concrete & Construction, Inc.
- B. Concrete Specialists

A & M Concrete & Construction, Inc. has held a Concrete Sidewalk Builder's license in the past. DPW recommends granting A & M Concrete & Construction a Concrete

Sidewalk Builder's License. Concrete Specialists has not held a license in the past. DPW will review references for Concrete Specialists. DPW is requesting authority to issue the license to Concrete Specialists if the reference checks are acceptable.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the application for a Concrete Sidewalk Builder's License by A & M Concrete & Construction, Inc., and to authorize Department of Public Works to request and review references from Concrete Specialists and to conditionally approve the license application pending receipt of positive reference check. Motion carried.

13. Application for a Tree & Brush Trimmer License by Top Notch Tree Service.

Top Notch Tree Service has not held a Tree & Brush Trimmers license with the City in the past. DPW will review their references to determine if the license should be granted. DPW requests authorization to grant the license application for Tree & Brush Trimmer by Top Notch Tree Service if the reference check is acceptable.

A motion was made by Ald. Vander Leest and seconded by Ald. Nennig to authorize Department of Public Works to request and review references from Top Notch Tree Service and to conditionally approve the license application pending receipt of positive reference checks. Motion carried.

14. Applications for Underground Sprinkler system Licenses by the following:

- A. The Sprinkler Company, Inc.
- B. Irrigation Doctors, LLC

Both applicants have held an Underground Sprinkler System license with the City in the past. DPW recommends approval of both applications for Underground Sprinkler Systems licenses.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the applications for Underground Sprinkler system Licenses by the following:

- A. The Sprinkler Company, Inc.
- B. Irrigation Doctors, LLC

Motion carried.

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

Director Grenier stated that this is the last week of loose leaf collection. Operations will change over to grass cutting mode next week. A copy of the DPW internal meeting schedule was distributed to the Committee members. The schedule was discussed and one change noted was moving the June 15, 2016 Improvement & Service meeting to June 8, 2016. The Director will forward a copy of DPW's rate schedule to Ald. Vander Leest.

A motion was made by Ald. Nennig 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.

16. Request by Department of Public Works to award contracts in the 2016 Capital Improvement Program (CIP) at a staff level subject to the following conditions:

- A. The 2016 CIP provides sufficient funding for each program fund.
- B. Delay in bringing forward a recommendation to award at the next regularly scheduled Committee meeting would result in an unacceptable delay in starting construction.
- C. Any projects so awarded would be reported out at the next regularly scheduled meeting of the Improvement & Services Committee.

Due to the summer meeting schedule, award of contracts could be unnecessarily and unacceptably delayed. This could have the negative effect of increased cost, or potentially jeopardize the ability to complete the construction.

Director Grenier stated that he would contact the all members of this Committee prior to awarding any contracts to advise them of an intent to award. If granted this authority, projects so awarded would be reported out at the next regularly scheduled meeting of the Improvement & Services Committee and then at the next City Council meeting.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by Department of Public Works to award contracts in the 2016 Capital Improvement Program (CIP) at a staff level subject to the following conditions:

- A. The 2016 CIP provides sufficient funding for each program fund.
- B. Delay in bringing forward a recommendation to award at the next regularly scheduled Committee meeting would result in an unacceptable delay in starting construction.
- C. Any projects so awarded would be reported out at the next regularly scheduled meeting of the Improvement & Services Committee.

Motion carried.

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

Meeting adjourned at 6:30 p.m.