

## **Minutes of the Meeting of the Board of Public Works (January 31<sup>st</sup> 2013)**

A meeting of the Board of Public Works of the City of Prairie du Chien, Wisconsin was held on Thursday January 31<sup>st</sup> 2013 at 6:30 PM in the Council Chambers of City Hall. Chairman Kyle Kozelka called the meeting to order.

### **1. Call to order/Roll Call**

PRESENT – Kyle Kozelka (Chairman), Ron Leys, Karen Solomon, Mike Jones ABSENT – Jean Titlbach ALSO PRESENT – Alderman Frank Pintz, Mayor Dave Hemmer, Co-Public Works Manager Larry Gates, Co-Public Works Manager Terry Meyer, Fire Chief Harry Remz, Jim Gallagher, City Administrator Aaron Kramer

### **2. Certification of the open meeting law agenda requirements and approval of the agenda**

MOTION: Solomon SECOND: Kozelka VOTE: 4-0

### **3. APPROVAL - Minutes of the December 17th 2012 joint meeting with the Plan Commission and Minutes of the December 17th 2012 Regular Committee meeting**

ACTION: To approve MOTION: Leys SECOND: Solomon VOTE: 4-0

### **4. DISCUSSION AND ACTION – Disposing of the old aerial fire truck**

The Fire Chief reviewed the options, which included selling truck for salvage or accepting the recent bid results from WisconsinSurplus.com. The bid from WisconsinSurplus.com was roughly twice what the salvage value is. ACTION: To recommend the Council approve selling the old aerial fire truck to the high bidder from WisconsinSurplus.com, and have the Council reconsider its earlier motion earmarking the fund for the payment of the bonds for the new aerial truck and, instead, using the funds for purchasing of equipment for the fire department MOTION: Kozelka SECOND: Solomon VOTE: 4-0

### **5. DISCUSSION AND ACTION - Disposal of surplus items**

Staff requested a discussion on the current process for disposing of surplus city property, and possible ways to improve or streamline the process. The current City Ordinance (Chapter 2.06 – Standing Committees) that governs the disposal of city property was provided to the Committee. The City Administrator said that one option is to mirror the current Ordinance dealing with purchasing property, so that certain lower-priced items could be sold more efficiently. No formal action was taken, but the consensus of the Committee was to have staff draft a proposed Ordinance for the Committee to consider at a future meeting.

### **6. DISCUSSION AND ACTION – Marquette Road Railroad Spur**

This item was tabled at the January 22nd Council meeting. While the businesses that use the spur would like to remain open after the Marquette Road project is done next year, an email from Dan Kleinertz (DOT) was provided to the Committee, which explains the DOT's position on why they are hesitant to spend money on the spur. The City Administrator provided two emails to the Committee – one from Katreen Abendroth (Vice President, Bennett Hardwoods) and Jim Eggers (Distribution Manager, Bennett Hardwoods), and the other from Randy Weeks (President, Design Homes) – which indicated their desire for the spur to remain open. Considerable discussion was held on the pros and cons about closing the spur, and the future financial impacts. ACTION: To make no formal recommendation for the February 5<sup>th</sup> Council meeting, but to invite representatives from Bennett Hardwoods and Design Homes to the Council meeting and to request staff collect track usage data, schedule an inspection by the BNSF track master to determine the condition of the entire spur, collect potential and future spur usage information, and determine if the expenditure can be TIF-funded MOTION: Solomon SECOND: Kozelka VOTE: 4-0

### **7. DISCUSSION AND ACTION – Awarding of bid for new Public Works Department truck**

The 2013 budget includes \$18,000 for the purchase of a truck for the Public Works Department. The lowest bid received earlier this month was \$20,335. Staff had two options for the Committee to consider: 1) Approve the low bid and allocate money from contingency or some other account, or 2)

Reject the bids and go with a used truck. A memo from Terry Meyer was included in the packet. Discussion was held on the bid process and the options. ACTION: To reject the bids and approve the purchase of a used truck from Fastenal to not exceed the budgeted amount of \$18,000 MOTION: Kozelka SECOND: Leys VOTE: 4-0

#### **8. DISCUSSION AND ACTION – Bids for Washington Park and Campion Boat Landing**

Staff will present the bids for the Washington Street Park and Campion Boat Landing and discuss the funding options. The Campion project came in considerably under budget, while the Washington Street project came in over budget. Combining the two projects resulted in a shortfall of roughly \$9,000. Staff is recommending the shortfall can be covered by the use of additional boat launch funds, unless the projects come in under budget and then re-allocating the funds. Another option was to scale back on some of the work. A memo from City Planner Frable explaining how both projects can still be funded and completed this year was included the packet. ACTION: To award the bid for the Campion Boat Landing (\$185,195) and the Washington Street Park project (\$264,400.70) to Rule Construction MOTION: Kozelka SECOND: Leys VOTE: 4-0

#### **9. DISCUSSION AND ACTION – Approval of Clean Sweep event for April 13th**

ACTION: To approve the Clean Sweep event for April 13<sup>th</sup> MOTION: Solomon SECOND: Jones VOTE: 4-0

#### **10. DISCUSSION AND ACTION – 2013 Public Works projects and goals**

Staff is requesting approval to bid out the 2013 asphalt, concrete, sealcoating work and the bids for the Overview and Glenn Street reconstruction project (Work will begin in the spring). ACTION: To approve the letting of the bids MOTION: Kozelka SECOND: Solomon VOTE: 4-0

#### **11. DISCUSSION AND ACTION - Approve letting out bids for 2013 water leak survey**

A memo from Larry Gates, as well as the bid document, was included in the packet. Gates said the City had a 19 percent water loss rate in 2012, and was on pace to be around 21 percent this year, based on initial projections. ACTION: To approve letting out bids for 2013 water leak survey MOTION: Solomon SECOND: Leys VOTE: 4-0

#### **12. DISCUSSION AND ACTION - Review proposals for city weed spraying services**

Staff presented the proposals to the Committee – one from New Image Landscaping and Outdoor Services and the other from Countrywide Sprayers, who did the work in 2012. The City Administrator recommended that since the bids could not be properly compared that a Request for Proposals (RFP) be drafted and sent out for bids. ACTION: To reject the two bids for the weed spraying services and direct staff to draft an RFP for the Committee to review MOTION: Solomon SECOND: Leys VOTE: 4-0

#### **13. DISCUSSION AND ACTION - Downtown snow removal procedures**

Staff requested a review the snow removal procedures for the downtown area, in light on some concerns and complaints coming out of the December snowstorm. Considerable discussion was held, with one option being to contract with a private company or private truck haulers to remove the snow. Another option was to declare a downtown-specific snow emergency to allow for the removal of the windrows. The consensus of the Committee was that such a snow emergency would be unpopular with the downtown business community. There was also discussion on the current downtown policies of shoveling snow off the sidewalks into the street, and staff was asked to review the policy for possible changes. No formal action was taken.

#### **14. Adjournment (8:00 PM)**

MOTION: Leys SECOND: Jones VOTE: 4-0

Submitted by City Administrator Aaron Kramer