

**PUBLIC INFRASTRUCTURE COMMITTEE  
MEETING MINUTES**

*December 9, 2013  
6:30 p.m.*

**MEMBERS PRESENT**

Dave Soeldner  
Jason Sladky  
Jill Hennessey  
Jim Brey

**STAFF PRESENT**

Dan Koski  
Greg Minikel  
Sonja Birr  
Jim Muenzenmeyer  
Randy Junk  
Karen Dorow

**OTHERS**

**MEMBERS ABSENT**

Scott McMeans

**Announcement that meeting is being taped and audio tape will be available to the public on City's website**

D. Soeldner made an announcement that the meeting is being recorded and will be posted to the City website.

**Discussion and possible approval of minutes of previous Public Infrastructure Committee meeting (November 11<sup>th</sup>, 2013)**

J. Sladky made a motion to approve the minutes from the November 11<sup>th</sup>, 2013 meeting. J. Hennessey seconded the motion.

Motion carried unanimously, no further discussion.

**Discussion and possible action on hail damage repair strategies**

J. Muenzenmeyer presented a map to the Committee with areas of hail damage affecting the City property.

The total from the Insurance Company is 1.6 million total damages.

J. Muenzenmeyer said he has not priced anything out at this time; however, his prediction would be the numbers presented by the adjuster are low.

J. Hennessey asked about structural damage if we decide not to replace. J. Muenzenmeyer said there isn't any structural damage; however, if certain items are not replaced it could end up costing more in the end.

J. Muenzenmeyer would like to open up for public bidding according to the scope and specifications. He recommends contracting ACE as a

consultant to put together general specifications of contract, which will be reimbursable by the insurance company.

Professional Services do not need to be publicly bid.

J. Hennessey asked if the Insurance Company will hold back a contingency. J. Muenzenmeyer explained that the insurance will pay cash value up front and total when the work is complete; unless there are contracts for the work, the contract amount gets paid up front which allows the City to pay contractors in phases.

J. Brey made a motion to enter into contract with ACE for consultant services. J. Hennessey seconded the motion.

J. Muenzenmeyer explained that the work ACE will be doing will include site visits, drawings, specifications for each project, determining best repairs, and will need to meet with the insurance company multiple times.

Motion carried 3-0-1; J. Sladky abstained from vote.

Motion carried. No further discussion.

#### **Discussion and possible action on Department of Infrastructure Procedures**

D. Soeldner said he would mainly like to discuss the leaf collection. J. Sladky said he wanted to know the procedure and explained a procedure used by West Bend where they push the leaves out into the street in large piles, which then are picked up. The leaves still pile up in the gutters, but they would regardless as they fall.

Another option discussed was leaf bailing done by other cities. Other methods should be explored to become more efficient during the busy season.

D. Koski said they are looking at different ways of doing things with the Business Process Improvement. The weather was a little different this fall as all the leaves seemed to come down at once.

D. Koski said a business process rapid improvement will be explored starting at the Cemetery. The one-man equipment was removed from use as there was an accident in another city. They will be checking with other cities to find out their operations.

D. Koski explained that we can try to get seasonals to start working earlier to help with leaf collection.

The purpose of the bailing would be to eliminate so many trips to dump the leaves, it will allow for more room in the trucks and less dumps.

J. Hennessey requested establishing a final date for leaf pickup so everyone is on the same page.

G. Minikel said that there were many things that interfered such as Christmas decorations, snow fence, downtown parade and the route for the Turkey Trot.

J. Sladky said he understands why we don't put leaves in the street, but it may be easier for pickup and people seem to put them in the street regardless.

R. Junk explained how the crews get sent out for leaf pickup. How he determines which areas get picked up and when.

D. Soeldner had a few questions regarding snow removal.

D. Koski said we only hired 6 seasonals for this year, as that was all we received for applicants.

Karen Dorow and Randy Junk showed the Committee the snow plow map that is used when plowing and how they all help each other out and here is a technique that is used in determining the General plow throughout the city. Karen Dorow said that Randy Junk works hard to get this all together during salting and plowing. The Committee would like to get this information out to the public. Putting the plowing route out on the website and bulletin boards for public education to show the public that there is a plan.

R. Junk explained that priorities are around schools, arterials, truck routes.

J. Hennessey mentioned printing off a few of the maps in smaller scale for public distribution and it was determined this would be done by request only.

Discussion was held regarding overtime during plowing.

J. Sladky asked how we will handle removing snow from the sidewalks.

R. Junk explained the procedure and we had to reprioritize because of the seasonals coming in.

**Discussion and possible action regarding monthly report for contracts with Strand Associates for various sanitary sewer and/or WWTF projects**

G. Minikel explained the Committee previously requested approving entering into master agreement within budget and wanted all payments through the Board of Public Works with a monthly report.

We have not updated the Committee as previously discussed. Some of the payments were approved by WWTF and did not go through the Board of Public Works. Greg updated the Committee of a few of these payments.

Discussion about the Horseshoe Drive and Lawton Terrace Lift Station took place.

The Committee was ok with sending e-mail updates unless of an unusual situation that needs approval.

**Discussion, update and possible action for Plank Road from the Town of Rapids**

D. Koski informed the Committee that the County would like the City to replace their portion of Plank Road; however, this request came in after the budget process. The County will do their portion and the cost to fix the City area is approximately \$25,000.

The Committee isn't in favor of fixing at this time, especially because there was nothing budgeted for this year. We will have to revisit for possibly next year or later.

G. Minikel said that we can patch for liability purposes. D. Soeldner recommends checking with the City Attorney to see if there is any liability for putting up a sign to indicate rough road ahead or something similar.

J. Brey made a motion that when the paving is complete by the Town of Rapids and they open their road we will remove our signs and open our portion as well. J. Hennessey seconded the motion.

D. Soeldner said we can revisit for 2015.

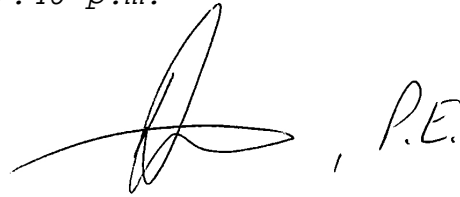
Motion carried unanimously, no further discussion.

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*J. Brey requested an updated report for the Public Infrastructure Committee for the meeting in January.*

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*J. Sladky made a motion to adjourn and J. Hennessey seconded the motion. The meeting adjourned at 7:40 p.m.*

A handwritten signature in black ink, consisting of a stylized, cursive 'D' followed by a comma and the letters 'P.E.'.

Dan Koski, P.E.  
Director of Public Infrastructure