

CITY OF ELKHORN
Municipal Services and Utilities Committee Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

November 9, 2015

Municipal Services and Utilities Committee was called to order at 4:30 p.m. by Alderman Huss followed by Roll Call.

ROLL CALL

Present: Gregory Huss, Michael Kluck, Hoss Rehberg

Also present: Alderman Scott McClory, Administrator Sam Tapson, City Clerk Cairie Virrueta, Public Works Operations Manager Martin Nuss, Fire Chief Rod Smith, Recreation Director Wendy Meyer, City Engineer Paul VanHenkelum, and Elkhorn Newspaper Correspondent Kellen Olshefski

Geneva Street Bid Approval and Recommendation

Bids were opened and the low bidder was Zenith Tech Inc. The bids came in over the engineer's estimate, however, DOT soil borings show good subsoils so the over excavation built into the contract may not be needed which will save \$20-30,000. **Motion (Rehberg/Kluck) to recommend awarding Zenith Tech Inc. for the Geneva Street Reconstruction project for \$228,810. Voice vote; motion carried.**

City Snow Alert Notification

DPW Manager Nuss said the snow alert notification is to let residents know when parking restrictions are in effect. A new, free app will be used that allows residents to sign up or remove themselves with their cell phones. The notification will be a text, rather than an email which was used in the past. DPW will email those currently on the list with the instructions to sign up and will get the information on the website and in the newspaper. Recreation Director Meyer said she could also put it in her guide.

Alderman Myrin arrived at 5:12 p.m.

Sunset Pool Punch List Items

A meeting with MSA and CCI on October 29th reviewed what still needed to be done at the pool. Some items are substantial enough to consider further action, such as the siding which needs to be redone. The Council needs to decide how they want to proceed as far as the punch list items and the final payment to CCI. Some other repairs are pool caulking issues and cracking plaster and may require completion in the spring. Some items will be part of the warranty for the product. MSA believes it is OK to pay \$100,000-130,000 of the \$160,000 held as retainage for the project for CCI. In addition, a performance bond is still active and in place for the project. Administrator Tapson recommended that MSA and CCI be contacted to determine what is going on with the punch list items. They need to answer to all issues and concerns; however, MSA believes they have completed their work for the pool. Administrator Tapson will generate on behalf of the Common Council to CCI saying they have five working days to respond to the punch list items and how and when they will repair them.

Current Leaf Collection Program- Policies/Procedures

Administrator Tapson said the current program has been in place since 2009. In the fall, leaves are picked up weekly, with half of the City being covered each week, for a total of eight weeks, Tuesday through Friday. The weather has been good this fall and the program is on schedule. If leaves get wet, it slows the pickup down and if they get behind schedule they may come back on Monday to complete the work. DPW employees monitor and clear out sewers during rain to avoid flooding. Alderman Rehberg had accountability concerns. He watched an operator of a unit and felt his work was less than acceptable and wants to make sure it is done correctly. He believes the operator drives too fast. He has had several citizens complain about it. DPW Manager Nuss said if he receives a complaint he will go out and look at it.

He also said the machine is not meant to get all leaves and has a difficult time getting leaves right along the curb. Administrator Tapson recommended the aldermen tell their constituents to call DPW about any concerns so DPW can address them. If a resident's concern is not completed to satisfaction by DPW, then they should be contacting their alderman. Alderman McClory said the City needs to move to the bagged program to avoid the many issues leaves on the street creates. He was concerned with the upcoming wind blowing the leaves around and recommended Advanced be asked to pick them up sooner. Administrator Tapson said in reference to the bagged program, the City can add it to the contract as late as June of 2016 and pricing is included for the program in the contract.

Snow Plow Operational Change for Cul-de-sacs

DPW Manager Nuss said plowing of cul-de-sacs used to be done at the end of the snow removal process, but last year they plowed them along with the rest of the City. People on the cul-de-sacs were not used to having snow at the end of their driveways and complained. It was felt that cul-de-sacs should be plowed along with the rest to allow access by emergency vehicles and to utilize work hours more efficiently.

Motion (Huss/Kluck) to recommend that cul-de-sacs to be plowed at the same time as other city streets.

Alderman McClory asked if those residents will be informed of the change. DPW Manager Nuss said they will be hand delivered flyers, it will be on the website and in the newspaper. **Voice vote; motion carried.**

DPW Outside Lot

Alderman Rehberg said DPW is getting rid of equipment to create space, but he noted on his visit that there are a lot of items at the lot that are from other departments, including a large amount of bikes. He asked what the time frame or policy is to remove these items. DPW Manager Nuss said there is no policy and other departments have nowhere to keep these items. Alderman Rehberg and McClory felt a policy should be in place to have items removed yearly.

City Vehicle Body Maintenance

Alderman Rehberg asked if there was a policy regarding vehicle body maintenance. DPW Manager Nuss said no, and that work is done according to the budget available. Several trucks were painted last year. There are some pickup trucks needing body work, but they are on the way out for the vehicle replacement program as they are over 15 years old. He said a lot of maintenance hasn't been done in the past and right now they are playing catchup to get done what they can, and the vehicle maintenance budget is generally over as a result.

ADJOURNMENT

Motion (Rehberg/Kluck) to adjourn at 5:48 p.m.

Cairie L. Virrueta
City Clerk