

Board of Public Works

Minutes

BOARD OF PUBLIC WORKS MEETING

April 5, 2000

New Berlin City Hall Common Council Chambers, 3805 S. Casper Drive

Meeting was called to order at 8:05 p.m.

Members Present: Mayor James Gatzke, City Engineer Jeff Chase, Alderman Patzer, Alderman Wysocki and Alderman Chiovatero

Staff present: Division Engineer John Graber, Division Engineer Larry Wilms, Civil Engineer Mark Handzlik, Director of Community Development Steve Hoese, Director of Streets Park & Rec. Paul Leuthold and Streets Superintendent Lee Ystad.

ITEM 24-99 Communication from Clifford Gendron

Cliff Gendron has been a New Berlin resident for the past 30 years and comes to the Board about drainage problems on his property and is requesting a drainpipe installed on his street. Mr. Gendron was to the Board back in April of 1999 and brought the same issue to Mr. Hamid Hashemizadeh. When it rains, his ditch fills with water and the water creeps towards his house.

Jeff Chase responds his staff has been out at Mr. Gendron's site many of times to investigate the drainage problem. Mr. Gendron's problem is one of many nuisance drainage problems in Buena Park Subdivision. Buena Park also has significant flooding problems. Fixing the nuisance problems before fixing the flooding problems could actually make the flooding worse. The City is currently in the process of trying to find a solution to the flooding problem.

Motion by Alderman Wysocki to direct the Community Development Department to instruct an engineer to go out to Mr. Gendron's property one more time and investigate and to establish a file. Second by Alderman Patzer. Upon voting, motion passes with Jeff Chase and Mayor Gatzke opposed.

ITEM 48-99 Vehicle Fleet

Paul Leuthold, Director of Streets, Park & Rec. handed out a few items for discussion for the board members regarding the fleet in City of New Berlin. Existing vehicle fleet consists of twenty-eight and are assigned to various departments, with individuals assigned to them. He discusses there are two options the board can choose from.

1. Expand the pool fleet. Under this recommendation, most of the cars would be

removed from the individual departments and put into this pool. The employees would have to report to the fleet manager (Paul Leuthold or his staff) in order to receive a car.

- a. Down side – minimizes the down time of vehicle use.
 - b. Up side – 22 car fleet
2. Department fleet option. Under this recommendation, cars would be assigned to certain departments for the everyday access. With this option, 7 vehicles have been eliminated.

Alderman Wysocki asked if there was a financial difference between the two stated options?

Paul responded no.

Mayor Gatzke believes there is a difference between as far as the administration. It is an indirect cost.

Another item Paul wanted the board members to review is the January 2000 plan. It has objectives, implementation plan and simply a priority as to the replacement of the vehicle regarding age, condition and miles.

Motion by Alderman Wysocki to adopt the Vehicle Policy. Second by Alderman Patzer.

Discussion by members:

Mayor Gatzke discusses that the City adopt the policy to assign the vehicles to departments with some flexibility allowing the department to borrow from other departments.

Alderman Wysocki asked Mayor Gatzke as to what in the policy should be changed or needs to be modified?

Mayor Gatzke expressed his concern to make sure the assigned vehicle portion of this policy is what predominates. Wants the option open to be able to if the need comes down to it, be able to borrow another vehicle from a different department.

Jeff Chase, City Engineer, stated whatever the board decides to do, we will make it work, but does have a concern with the pool fleet option. He expressed doesn't like the idea of having his staff members going around asking if anyone has a car available to follow up on their job duties.

Alderman Wysocki expressed his feelings on trying to get assigned vehicles, unassigned vehicles and take home vehicles addressed with the policy.

Alderman Patzer responded the vehicle policy could go either way.

Paul Leuthold, stated three different decisions that need to be made:

1. Take action on the proposed policy.
2. Pool fleet vs. Department assigned vehicles.
3. Make a recommendation as to if an additional vehicle should be purchased for use by the Mayor.

Alderman Patzer looks at this issue as a matter of efficiencies and has a concern with the 2

wheel provision. Some employees drive motorcycles and would suggest removing that provision from the policy.

Mayor Gatzke suggested that the assignment of fleet vehicles be analyzed on a annual basis or semi-annual basis. High mile cars can be put into the department that is not going to be putting a lot of additional miles on them and move the newer vehicles to a higher mile user.

Alderman Wysocki agreed such a provision should be included in the policy.

A lengthy discussion ensued regarding various elements of the proposed vehicle policy.

Motion by Mayor Gatzke to amend the vehicle policy as follows: Strike the unassigned vehicles language, strike the fleet size language, changed the verbage of the assigned vehicle to read: Vehicles will be assigned to each department by the fleet manager. The assignment of fleet vehicles shall be evaluated by the fleet manager on a annual basis. The fleet manager will make recommendation for reassignment to the BPW for approval. The following departments shall be added to the list to receive assigned vehicles; Assessor, Building Maintenance, Planning and Administration.

Steve Hoese stated that he believes that the policy should include a provision that address insurance coverage for employees that use their personal vehicle for City business. The City should acquire a policy for such coverage as employee's personal insurance may not cover such use.

It was the consensus of the Board that the fleet manager contact the City Clerk to discuss if the City currently has coverage for personal vehicles used on City business and if not, what would it cost to obtain such coverage. This information is to be forwarded to Council prior to action.

The above motion was seconded by Alderman Patzer. Upon voting, motion passes unanimously.

Motion by Mayor Gatzke to recommend to Common Council to accept the amended vehicle policy as described here. Second by Jeff Chase. Upon voting, motion passes unanimously.

Alderman Chiovaturo was asked to be excused at 9:35 a.m.

Motion by Mayor Gatzke to recommend to Common Council acceptance of option number 2, Department Assigned Vehicle Fleet for policy implementation. Seconded by Jeff Chase. Upon voting, motion passes.

Mayor Gatzke commented on the last issue related to fleet vehicles which respects purchase of an additional vehicle this year for use by the Mayor's office. He stated that he believes that much of the discussion regarding this issue has been an unfortunate misrepresentation and munipulation of the facts for political purposes. He has never demanded a new vehicle and is inclined to retract his request to be afforded the same reimbursement stipend option as is currently made available to other departments.

It was the consensus of the Board to not purchase an additional vehicle for use by the Mayor's office at this time.

ITEM 21-00 Pines Developers Agreement

John Graber, Division Engineer, gives a brief over view of the project stated above. It is a single family subdivision and is close to Country Estates. This area is proposing to utilize Country Estates pond.

Motion by Mayor Gatzke to recommend to the Common Council approval of the Development Agreement subject to final review as to form by the City Attorney and Staff. Second by Jeff Chase. Upon voting, motion passes unanimously.

ITEM 22-00 The Preserve at Weatherstone Meadows

Developers Agreement

Division Engineer John Graber discusses the above project. Stated it is a PUD that was before the Common Council at last meeting for approval of PUD document. Condominium project of single family residences and it will be developed in two phases because of the lay of the land.

Alderman Wysocki asked if there is anything different to expect due to this project being a PUD?

Director of Community Development Steve Hoese responds it is covered in the approval of the project.

Comment by Jeff Chase, under special conditions regarding roadway improvements, City does not do that and wants to be very careful in wording. Consensus of the Board that the issue would be resolved by the City Attorney.

Motion by Jeff Chase to recommend to the Common Council approval of the Development Agreement subject to final review as to form by the City Attorney and Staff. Second by Alderman Patzer. Upon voting, motion passes unanimously.

ITEM 23-00 JNP Investments

(GS Hydraulics) Developers Agreement

John Graber gave a brief over view regarding the development above. Commented would like to delete item paragraph 5 the Reversion clause

Alderman Wysocki inquired as to why this agreement lacked the customary language regarding infrastructure requirements, particularly storm water management.

Steve Hoese responded that such requirements were being met by the Plan Commission plan approval process.

Motion by Mayor Gatzke to recommend to Common Council approval of the Development Agreement subject to final review as to form by the City Attorney and Staff and also to eliminate paragraph 5 Reversion. Second by Jeff Chase. Upon voting, motion passes unanimously.

ITEM 3-00 Sidewalk Ordinance

City Engineer Jeff Chase gives a brief discussion regarding the Ordinance. The Ordinance came to the board once already and it was referred by the City Attorney to prepare a draft for the board to review.

Alderman Wysocki stated he would only like to add "paved sidepaths" instead of just "sidepaths".

Jeff Chase stated that at the previous Board meeting we discussed not requiring certain residential property owners to perform snow removal. Residential properties that do not front on a sidewalk or have a driveway that crosses the sidewalk would not be required to perform snow and ice removal.

After discussion it was the consensus of the Board that the City Parks Department should perform the snow and ice removal from sidewalks abutting residential properties if their driveway does not cross the sidewalk. Paul Leuthold agreed that the Parks Department will take on that obligation.

Motion by Mayor Gatzke to recommend to Common Council the approval of Sidewalk Maintenance Ordinance creating subsection 17 Chapter 14.25 "sidewalk maintenance" with a friendly amendment to put in "paved sidepaths" and friendly amendment that excludes the obligation for residential properties that do not have a driveway that cross the sidewalk and the City would be responsible. Second by Alderman Patzer. Upon voting, motion passes unanimously.

ITEM 18-00 Calhoun Road

This issue was brought forth by Alderman Patzer.

Alderman Patzer was concerned that this project has been dropped from the CIP budget as reported by the City Engineer at the last BPW meeting.

Discussion ensued among the Board members about the need to improve Calhoun Road.

Jeff Chase stated that staff intended to bring a Capitol Road Improvement project delivery system to the Board for approval. It is hoped that adoption of such system will help provide the stability necessary to have a effective Road Improvement Program.

Consensus of the Board members to present Calhoun Road as a CIP item for the next budget year 2001.

ITEM 19-00 Mailbox Policy

City Engineer Jeff Chase explained this issue was brought to the board at the last meeting due to a resident had their mailbox hit by a snow plow truck and wanted full reimbursement for a new box. It was approved at the last BPW meeting to send the resident \$25 and bring back the policy to the Board and if there was a change in the amount, the Board members would send the resident a check for the difference. Jeff stated that is why this issue is back to the Board, discussion as what to change the new reimbursement amount to.

Motion by Mayor Gatzke to change Item 2C from \$25 to \$50 and not to exceed \$50.

Second by alderman Patzer. Upon voting, motion passes unanimously.

Mayor Gatzke recommended to send the resident a check for the difference of \$24.66.

ITEM 20-00 Priority Manhole Rehab. Project

Award of Contracts A & B

Larry Wilms gave a brief overview of the project. This project was rebid at the direction of the Board and we are generally pleased with the results. Our only concern is that the low bidder for Contract A, Kim Construction, is not currently licensed to do work in Wisconsin. We have checked their references and qualifications and are satisfied. We recommend that they be conditionally awarded the contract pending licensure by the State of Wisconsin.

Motion by Mayor Gatzke to recommend to Common Council to approve award of Construction Contract A to Kim Construction, Inc., and to waive informalities in their bidding, in the amount of \$999,670 subject to becoming licensed to perform work in the State by April 11, 2000 prior to the Council meeting, and the event that Kim Construction, Inc. does not become fully licensed to perform work in the State by April 11, 2000, the BPW recommends that the Council award Contract A to Underground Pipeline, Inc. and to waive informalities in their bidding, in the amount of \$1,063,557., for a Priority Basin Manhole Rehabilitation total project cost of \$1,384,000 to be funded by Wastewater Utility Account #831.04. Second by Alderman Wysocki. Upon voting, motion passes unanimously.

Motion by Mayor Gatzke to recommend to Common Council to approve award of Construction Contract B to the lowest responsive, responsible bidder, Visu-Sewer Clean & Seal, Inc., in the amount of \$82,220 for Project #99-04-831.04 to be funded by Wastewater Utility Account #831.04. Second by Alderman Patzer. Upon voting, motion passes unanimously.

Motion by Jeff Chase to adjourn. Second by Mayor Gatzke. Upon voting, motion passes unanimously.

Meeting adjourned at 10:40 a.m.

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