



LAKE GENEVA UTILITY COMMISSION

Daniel S. Winkler, P.E.
Director of Public Works & Utilities



Birdell Brellenthin
Utility Commission President

Kent Wiedenhoef
Water Superintendent

Scott Tesmer
Wastewater Superintendent

361 Main Street • P.O. Box 187 • Lake Geneva, WI 53147 • Phone (262) 248-2311 • Fax (262) 248-0589

DATE: October 14, 2011

MEMORANDUM

TO: Chairman Bill Mott & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E. 
Director of Public Works & Utilities

SUBJECT: October 13, 2011 Public Works Committee Meeting Minutes

The Public Works Committee met at **6:00 PM** at City Hall.

Members in attendance:

Chairman Bill Mott
Alderman Ellyn Kehoe
Alderman Arleen Krohn
Alderman Tom Hartz Exc.
Alderman Frank Marsala

Staff Present:

City Administrator Dennis Jordan
Director Daniel Winkler (DPW)
Ron Carstensen (Street Supt.)
Mayor Jim Connors: Late
Other: City Attorney Dan Draper

Public in attendance: Lisa Seisler, Ms. Penny Roehrer, Don Stoneberg, Ray Ring (All Victorian Village)

Approval of the Minutes of the Prior (September 2011) Meeting:

Alderman Marsala moved to approve the minutes, seconded by Alderman Krohn. Passed 4-0.

Public Comments:

Mr. Stoneberg, Mr. Ring, and Ms. Roehrer spoke regarding their concerns over private drives and in particular, garbage collection. Ms. Roehrer was concerned over uniform treatment throughout the City.

Communications:

None.

Agenda Items:

1. Private Drives – Discussion (Continued).
2. Museum Parking Area on North Side of Building –Discussion & Recommendation.
3. North Broad Street Lighting Replacements – Discussion. (Continued).
4. Shoveling of Sidewalks – Discussion.
5. Townline Road Centerline Shift-Discussion & Recommendation.
6. Sidewalk on STH 50 from Curtis Street to East Drive or Edwards Boulevard-Discussion.
7. Sidewalk Along Edwards Boulevard from Walgreens to Geneva Square-Discussion.
8. Tennis Courts Replacements Bids-Recommendation.

Agenda Item No. 1 – Private Drives – Discussion (Continued).

There was about an hour of discussion by City Attorney Draper, Administrator Jordan, DPW Winkler, Street Superintendent Carstensen, and the entire PWC regarding how to approach private drives. Administrator Jordan said the Victorian Village meets whatever standards we would adopt in order for them to receive garbage service. Attorney Draper summarized the challenge to include different drives have different conditions, everyone needs to sign on to the hold harmless agreement, some wish to remain private while some may wish to dedicate, the City needs to establish minimum road standards to do anything, and the public law on private drives does not allow for the City to expend public funds performing maintenance on private drives. Mayor Connors felt that the City needs to establish two criteria, one to accept a private drive as public, and other minimum standards to get City equipment safely in and out similar to an alley condition. City Administrator Jordan did follow up and send out a pair of letters to all the property owners abutting private drives that the City will require a hold harmless agreement or no longer be providing snow plowing, street sweeping, pavement maintenance, leaf & brush collection, or garbage pick up on private drives unless they are brought up to City standards and dedicated to the City. A complex multi-step motion followed. **It was moved by Alderman Kehoe and seconded by Alderman Krohn to: 1. Have DPW staff establish minimum criteria for those living on private drives to dedicate their drive as a public street (criteria to include pavement thickness, width, curb & gutter or not), storm drainage, and right-of-way width; 2. DPW staff to establish minimum pavement width, driving surface condition, and vertical clearances necessary for City vehicles and equipment to access the private drive for the purpose of possible leaf and brush collection and emergency access; 3. For DPW staff to evaluate all private drives for compliance with these minimum criteria; and 4. For the City Attorney to develop a hold harmless agreement for all owners on private drives to sign that would allow the City and its agents (which primarily means John's Disposal) to access the private drive and not be held responsible for damages related to gaining access to the properties; and 5. For City staff is to bring the information back to the Public Works Committee at its next scheduled meeting for further consideration.** It was understood at the advice of the City Attorney that snow plowing, street sweeping and private drive maintenance should not be taking place now and would no longer be performed on any private drives all or in part without a separate compensated agreement that may take place in the future between parties. The motion passed 4-0.

Agenda Item No. 2– Museum Parking Area on North Side of Building – Discussion & Recommendation.

Chair Mott made a motion to continue this item to the next month's meeting as the Museum Director was unable to attend and explain the importance of parking. The motion was seconded by Alderman Marsala and passed 4-0.

Agenda Item No. 3- North Broad Street Lighting Replacements – Discussion. (Continued).

City Administrator read a draft of a letter to the affected businesses inquiring as to ascertain their interest in supporting a special assessment project to replace the lights with ornamental historical looking replacements. He urged the PWC not to include the dollars involved until the level of interest is determined. He indicated the businesses could pay for an assessment project for example with the formation of a BID district. It was moved by Chair Mott and seconded by Alderman Kehoe to send the letter out with any revisions. The motion passed 4-0.

Agenda Item No. 4 – Shoveling of Sidewalks – Discussion.

DPW Winkler introduced the discussion and Superintendent Carstensen repeated that too often last year the contractor wasn't there in a timely manner and that the snow got packed down to ice and was nearly impossible to remove. He said he has some funding left from seasonal help to fund contractors to come in on an hourly basis upon his call to clear delinquent sidewalks around the City. They would take before and after photos to document the work and give the completed list and photos to Jennifer in building inspection for handling. He said it was never the intent for Street Workers to do any of the work. The discussion also included some clarifications. Based upon input from the Committee members, the Street Superintendent would develop a short list of people that would perform work for the City at an agreed upon hourly rate, they would only begin as directed by him or another authorized City representative, shoveling would take place by the contractor driving around searching out violations and assisted by call in complaints, he would have to carry liability insurance and could use the DPW contractor bidding insurance form to identify his insurance, he would submit his hours and the locations completed with photographs after each storm to Building Inspection for handling (the hours times rate divided by number of locations cleared would provide the basis for billing), corner lots would be charged double, and the Superintendent could employ multiple contractors simultaneously if the storm was severe. There was discussion of placing an ad in the paper to search out candidates, but the consensus was to allow the Superintendent the flexibility to find his own more reliable contractors and go from there. DPW Winkler suggested giving this a chance and that it may not be perfect, but should be a vast improvement over what we have done in the past. It was moved by Alderman Kehoe to authorize the Street Superintendent to proceed with contacting and obtaining a list of sidewalk clearing contractors with insurance and to establish an hourly rate for each to perform the work. The motion was approved 4-0.

Agenda Item No. 5- Townline Road Centerline Shift – Discussion.

DPW Winkler provided photographs and an aerial view of Townline Road conditions today. He checked with the Police Department and shared that there were no speeding tickets or accidents since re-instituting parking. He indicated there is 14.5' of lane behind the parking striped area and 19' from the centerline to the face of curb on the south side of the street. Chair Mott said there were some close calls and felt we should shift the centerline to the south. It was moved by Alderman Marsala and seconded by Chair Mott to install the double yellow centerline 2' to the south of where it is next spring when the County stripes. The motion was approved 3-0 as Alderman Kehoe had stepped out a moment.

Agenda Item No. 6 – Sidewalk on STH 50 from Curtis Street to East Drive or Edwards Boulevard – Discussion.

DPW Winkler provided photographs, aerial plan views, and rough costs to install sidewalk along this area. Administrator Jordan thought it could or should go in on the north side of Main Street when Hillmoor develops and that we may be able to require the installation at the developer's cost. DPW Winkler said that if sidewalk was to go along the south side of the road, we could perhaps consider installing curb and gutter where the shoulder is to create a separation for pedestrians, but that snow removal would be a problem. By consensus there was no action taken.

Agenda Item No. 7 – Sidewalk along Edwards Boulevard Walgreens to Geneva Square– Discussion.

DPW Winkler provided aerial views depicting sidewalk and asphalt path along this stretch. Mayor Connors noted that there was also a sidewalk to Home Depot from the gas station. It was explained by the DPW that the problem was lack of room at Walgreens along Edwards Boulevard to install either a path or sidewalk due to the lane widening done by Target's developer that took all the extra space in the parkway. It was moved by Chair Mott and seconded by Alderman Marsala to continue the discussion to the next meeting to give everyone a chance to drive out and view the situation. The motion passed 4-0.

Agenda Item No. 8 – Tennis Court Replacements Bids-Recommendation.

DPW Winkler shared a memorandum outlining the bid opening held earlier in the day. The memorandum appears below:

DATE: October 13, 2011

MEMORANDUM

TO: Dennis Jordan, City Administrator

FROM: Daniel S. Winkler, P.E. _____
Director of Public Works & Utilities

SUBJECT: Maple Park & Dunn Field Tennis Courts Replacement Bids

Background

Bids were opened today for the above subject project. This memo discusses the results.

Discussion

The above subject work was bid on October 13, 2011. The results are:

| <u>Contractor</u> | <u>Address</u> | <u>Base Bid</u> | <u>Maple Park</u> | <u>Dunn Field</u> |
|-------------------|----------------|-----------------|-------------------|-------------------|
| Payne & Dolan | Kenosha, WI | \$185,550.00 | \$89,625.00 | \$95,925.00 |
| B R Amon | Elkhorn, WI | No Bid | | |
| Mann Bros. | Elkhorn, WI | No Bid | | |
| Wanasek Corp. | Burlington, WI | No Bid | | |
| Munson | Glendale, WI | Sub-contractor | | |
| Century Fence | Pewaukee, WI | Sub-contractor | | |
| Statewide Fencing | Racine, WI | Sub-contractor | | |
| Fahrner Asphalt | Waunakee, WI | Sub-contractor | | |

The lone bid is that of Payne and Dolan. Replacing the tennis courts at both locations would cost \$185,550.00. Replacing the courts at Maple Park would cost \$89,625.00 to include new fence fabric in black. Add another \$21,800.00 if the City wants new posts, braces and all structural fence components in black vinyl coating. Replacing the tennis courts at Dunn Field would cost \$95,925.00 to include new fence fabric in black and four new net posts. Add another \$23,600.00 if the City wants new posts, braces and all structural fence components in black vinyl coating. We have the choice at no extra cost to replace Maple Park tennis courts alone.

Recommendation

It is up to the PWC and Council to decide if they wish to do either or both courts. The bid price is reasonable and re-bidding would probably not result in much better bid pricing.

Budget & Staffing Impact

The project will be funded from TIF #4.

After discussion of whether or not to replace both sets of courts, the amount of use they get, their condition, and whether or not to replace the posts and framing in black, it was moved by Alderman Kehoe and seconded by Chair Mott to approve the base bid plus total fencing replacements in the total amount of \$230,950.00. The motion passed 4-0.

Motion to Adjourn:

It was moved by Marsala and seconded by Alderman Krohn to adjourn. The motion passed 4-0 and the meeting was adjourned at 8:10 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Jeremy Reale/Common Council Members not on Committee/File

Note: If any of the information contained in these minutes is inaccurate, please contact me within the next week and I will put out amended minutes.