

**BOARD OF PUBLIC WORKS MINUTES**  
**February 5, 2018**

**A. CALL TO ORDER & ROLL CALL**

President Koch called the meeting to order. Present at roll call were Alderpersons Koch, Newcomer, Schilt, and Miller and Youth in Government member Luke Nicholson. Also present were Director of Public Works Al Gerber, Park Director/City Forester Paul Klinzing, Utilities Supervisor Mike Kennison, Utilities Budget and Finance Manager Renee Weaver, Administrative Secretary Arianna Voegeli, Bridget Cooke of the Monroe Times, and Jesse Duff of Fehr Graham.

**B. CORRECTION OF MINUTES**

None

**C. OPEN BIDS OR QUOTATIONS**

None

**D. CORRESPONDENCE**

None

**E. PERMITS**

None

**F. APPROVAL OF BILLS**

Administrative Secretary Arianna Voegeli presented the following invoices totaling \$18,816.59 for approval.

<b>Invoices presented at BPW meeting on 2/5/18</b>			
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Application</b>
Whitney Tree Service LLC	Tree trimming and removals	\$7,964.00	
Advanced Disposal	Processing and transportation fees	\$2,026.43	
Fehr Graham	8th Street Improvements - Engineering and Inspection	\$8,279.91	
Fehr Graham	Contaminated Soils	\$546.25	
	<b>Total:</b>	\$18,816.59	

Questions and answers took place regarding the tree removals and whether or not we were nearing the end of the invoices from Fehr Graham. Motion by Alder Miller to approve the bills, seconded by Alder Schilt. Upon voice vote, motion carried.

**G. BUSINESS PRESENTED BY DIRECTOR OF PUBLIC WORKS**

**1. RECOMMEND TO COUNCIL TO APPROVE AMDENDED SEWER AND WATER AGREEMENT**

Director of Public Works Al Gerber explained that this is the last farm down in the valley area north of Alp & Dell. The Konings previously had their meat and deli area in Brennan's. They are looking to have a new store out at their farm.

They went through the county zoning for approval for a commercial kitchen. There were several sewer agreements, but an agreement in 2007 narrowed it down to one residential sewer connection and a second residential connection to the milk house. This amended agreement would abandon the milk house connection at the road right of way and connect to the new building with a new commercial connection. We currently bill the Pleasantview Complex/Green County for the sewer. This billing would continue under this agreement, and the County would need to get reimbursed from the Konings for any additional sewage that they would have above what the two residential units would normally be charged. A water meter will be installed to monitor sewage rates which would be based on water usage. The water meter would be paid for by the Konings and would be connected to a private well. Discussion took place. Motion by Alder Miller to approve the amended sewer and water agreement, seconded by Newcomer. Upon voice vote, motion carried.

**2. APPROVE CHANGE ORDER NUMBER 5 FOR THE 8<sup>TH</sup> STREET RECONSTRUCTION PROJECT**

Director of Public Works Al Gerber explained that this is the last change order for the 8<sup>th</sup> Street project, cleaning up some of the areas that were still being negotiated, such as pavement removal items, grinding off markings, and modifications to storm sewer inlets. The change order is for \$4,651.57, which still results in a net decrease total of \$9,368.73 for the project. Jesse Duff of Fehr Graham said the project is about \$120,000 under budget, and that the last pay estimate will be processed in the next couple of weeks. Motion to approve the change order by Alder Newcomer, seconded by Alder Miller. Upon voice vote, motion carried.

**3. APPROVE HIRING DESIGN ENGINEER FOR TRAFFIC SIGNAL IMPROVEMENTS**

Director of Public Works Al Gerber explained that quotes were requested for redesign and reconstruction of the intersection at 21<sup>st</sup> Street and Highway 69. He is looking to update the poles, control box, conduit, and vehicle recognition at this intersection. He would also like to update the vehicle recognition at the 6<sup>th</sup> Street intersection for better timing and correlation. He would like to hire Fehr Graham for approximately \$17,000 for the design. After the design the project would need to go out for bid. Alder Koch noted complaints about the timing of the stoplights at the intersection of 8<sup>th</sup> Street and 6<sup>th</sup> Avenue. Alder Miller asked what budget this would come out of. Gerber explained this would come out of the street construction capital. Motion by Alder Miller to approve hiring of Fehr Graham for traffic signal improvements, seconded by Alder Schilt. Upon voice vote, motion carried.

**H. UTILITIES SUPERVISOR**

**1. REQUEST TO APPLY FOR THE THREE PERCENT SIMPLIFIED RATE INCREASE FOR THE WATER UTILITY**

Back in 2014 a full-blown rate study was done and the City was in the double digits for rate increase. At that time, it was the Council's wishes that the rate of return be monitored, which has been done since the last rate increase. Every year up until this year, the City has not qualified, but this year the City is now qualified

for the simplified rate adjustment - a 3% increase which keeps the rate of return at the current authorized rate by the Public Service Commission. The average residential increase based on 1,600 cubic feet would be about \$5 per year, multifamily would be about \$26 per year, and so on and so forth. The increase is not large but it keeps the rate of return current. Utilities Supervisor Kennison advised that because the Board of Public Works is the governing body of the utilities, the approval from the board would authorize them to file the application. Alder Koch said he would like to bring it to the full Council as a notation. Kennison will bring it up at the Council meeting. Questions and answers about eligibility took place. Motion by Alder Miller to approve the application for the three percent simplified rate increase, seconded by Alder Newcomer. Upon voice vote, motion carried.

**I. BUSINESS PRESENTED BY PUBLIC**

**J. BUSINESS PRESENTED BY BOARD PRESIDENT, MAYOR, AND BOARD MEMBERS**

**K. ADJOURNMENT**

Motion made by Alder Schilt and seconded by Alder Miller to adjourn. Upon voice vote, motion carried.

Prepared by Arianna Voegeli  
Administrative Secretary