

BOARD OF PUBLIC WORKS MINUTES
February 19, 2018

A. CALL TO ORDER & ROLL CALL

President Koch called the meeting to order. Present at roll call were Alderpersons Koch, Miller, and Schilt, 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, Director of Finance Bridget Schuchart, 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 \$215,593.62 for approval.

Invoices presented at BPW meeting on 2/19/18			
Vendor Name	Description	Amount	Payment Application
Fehr Graham	8th Street Improvements - Construction Engineering and Inspection	\$4,304.00	
Rock Road Companies	8th Street Improvement Project	\$211,289.62	17-FINAL
	Total:	\$215,593.62	

Alder Koch asked about the final bill for Rock Road Companies. Director of Public Works Al Gerber advised that all change orders and punch list items have been taken care of. For Fehr Graham, he said there will be a few more invoices coming through as record drawings are finalized. Fehr Graham is processing the last pay estimate and the last bill should go out at the end of February. Motion to approve the bills by Alder Miller, seconded by Alder Schilt. Upon voice vote, motion carried.

G. BUSINESS PRESENTED BY DIRECTOR OF PUBLIC WORKS

1. APPROVE QUOTE FOR ROOF REPAIRS

Director of Public Works Al Gerber explained that this item was brought up

during the budget process. This would be for repairs on the old fire station roof, reworking joints and seams and flashing on the roof and walls as the rubber membrane is pulling away. Some work would also be done at the tower entrance door. Gerber explained the repair process. The quote from Professional Roofing and Repair is for about \$6,000. Gerber explained that Professional Roofing and Repair has done work in the past and are very responsive. Motion by Alder Miller to approve the quote for roof repairs, seconded by Alder Schilt. Upon voice vote, motion carried.

H. UTILITIES SUPERVISOR

1. UTILITY BILLING SERVICES CONTRACT

Director of Finance Bridget Schuchart explained that her and Renee Weaver, Utilities Budget and Finance Manager, have been working on a contract with a company to print, stuff, and mail utility bills. The quote was for \$.135 per piece, while the in-house cost is \$.105. The greatest benefit to the contract is the savings on postage. Due to the volume of bills, the company gives a postage rate of \$.41. This will save over \$200, which offsets the cost of the price at \$.135. The company will stuff 2-8 sheets in a single envelope, and for 9x12 envelopes it is an additional \$.50 per piece to hand stuff. References were checked and returned positive reviews. In addition to the cost savings, there will be savings on labor, especially because this is a huge part of the vacant water department position. Discussion took place about postage increases and piggybacking other items in the mailings. This would be for a 3-year contract, and the contract price would stay the same, excluding changes in postage costs. Motion by Alder Miller to approve the contract contingent on review by the City Attorney, seconded by Alder Schilt. Upon voice vote, motion carried unanimously.

2. DISCUSS AND AUTHORIZE TO HIRE FEHR GRAHAM TO DEVELOP PLANS AND BID SPECIFICATIONS TO PAINT INSIDE OF INDUSTRIAL PARK WATER TOWER

Jesse Duff of Fehr Graham was present to discuss deficiencies found during the inspection of the water tower last year. The exterior is in good shape and is expected to last another 10-15 years. Inside of the tower, there is the interior wet, interior dry, and the valve pit. The interior wet has only about 10-20% of paint left, and needs to be repainted in 2018 or 2019 due to corrosion. Ancillary spot repairs are included in the cost estimate in the tank. The interior dry is in good shape but spot repairs and thermal coating are recommended in the access tube, fill and flow tubes, belly of the tank, condensate floors, and the valve vault, as these areas are prone to sweating. Inspection of the fill and flow tubes was not completed because of a steel jacket insulation, but Duff expects that will need to be painted as well. The mud valve isn't working properly and likely needs to be replaced. Some of the bulbs are out, and it is recommended that it be switched to an LED system. The light on top of the tower has already been converted to LED. A tmemec paint system is recommended, which would take the place of the cathodic protection, which needs to be replaced. The tmemec protection lasts 25-30 years. Duff further explained there is only about 10 companies in the Midwest that can do the work, and the painting season is limited. 60% of the cost of the work is in labor, mobilization, and liability. Duff proposes a 2018/2019 ad deduct, which is putting the plans and specs out to bid and the contractor provides a price

for completing the work in 2018 and 2019. This allows the contractors to fit the work into their schedules and there could possibly be a deduct for giving the contractor work for 2019. Engineering cost is about 15%, which is standard for the industry. This includes plans, specs, bid letting, and inspection. Questions and discussions took place. Further discussion took place about going back to one zone so towers would go up and down at the same time, as well as future plans for the other water tower. Duff explained that the estimate provided was a budgetary estimate and is budgeted on the higher end so that the City can budget properly. Grants are not available through the DNR because this is considered a maintenance item. Motion by Alder Miller to authorize hiring of Fehr Graham to develop plans and bid specifications to paint the inside of industrial park water tower, seconded by Alder Schilt. Upon voice vote, motion carried.

I. BUSINESS PRESENTED BY PUBLIC

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

Alder Schilt asked about the paving schedule and whether or not they are provided to the utility companies. Director of Public Works Al Gerber advised that a 5-year plan is sent to WE Energies.

K. ADJOURNMENT

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

Prepared by Arianna Voegeli
City Clerk