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AGENDA
City of Milton
Public Works Committee
Tuesday, July 15, 2014
5:30 p.m.
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. Call to order
2. Approve Agenda
3. Approve Minutes – May 6, 2014
4. Engineers Report
5. Informational Attachments
 - a. Equipment Maintenance Log
6. Discussion and possible action regarding approval of bid for Wastewater Treatment Plant Vactor Discharge Station
7. Discussion and action regarding a request from Blackhawk Technical College for usage Plumb Street right-of-way at their Advanced Manufacturing Facility for construction of underground facilities.
8. General Items
9. Next Meeting - Tuesday August 5, 2014
10. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Michelle Ebbert 07/10/2014

City of Milton
Public Works Committee ~ Tuesday, May 6, 2014

Call to order

Chairperson Nancy Lader called the meeting to order at 6:00 pm.

Present: Chairperson Nancy Lader, Ald. Dave Adams and Ald. Lynda Clark.

Also present: City Administrator Jerry Schuetz, Director of Public Works Howard Robinson, City Engineer Gary Vogel and City Clerk Michelle Ebbert.

Approve Agenda

Ald. Clark moved to approve the agenda. Ald. Adams seconded the motion and carried.

Approve Minutes – April 2, 2014

Ald. Adams moved to approve the minutes. Ald. Clark seconded the motion and carried.

Informational Attachments

Equipment Maintenance Log

Informational Update: Progress of Sidewalk Installation from Lamar Park and Liberty Park.

Director Robinson informed the Committee that Dietz Concrete will be finishing the sidewalk installation from 2013 near Vincent Street. The intention of the sidewalk is to allow safe travels from Lamar Park to Liberty Park versus walking in the street. This is sidewalk work approved last year. Sidewalks due for installation in 2014 will be reviewed on an upcoming agenda.

No action was taken.

Discussion and possible action regarding a request from Milton Food Pantry for topsoil at 36 Hilltop Drive.

Director Robinson reviewed the request from Milton Food Pantry has requested topsoil at their location to expand the gardens in the rear of the property. They requested approximately four loads of soil. The City has soil available on Gateway Drive. This soil is to be moved to a different location so the delivery to the Hilltop Drive location would not be an issue.

Ald. Adams moved to recommend that the Common Council authorize the donation of four loads of topsoil to the Milton Food Pantry at 26 Hilltop Drive. Ald. Clark seconded the motion and carried.

Discussion and possible action regarding approval of an Eagle Scout Project for Hunter Frye at the Milton East Cemetery.

Director Robinson discussed the project from Hunter Frye for an Eagle Scout Project at Milton East Cemetery to locate veteran flag holders in the older part of the cemetery and fastening them in concrete. This will prevent the flags from falling down during the summer and also allow mowing maintenance to occur more efficiently. Some foundations will also have concrete poured around them. Some of the older headstones have no concrete foundations. This project will include many hours of land labor. This is a needed maintenance item at the cemetery. Public Works can assist in locations and in foundation placement to assure the appearance of the work is of proper quality.

Ald. Clark moved to recommend that the Common Council authorize the Eagle Scout Project for Hunter Frye at the Milton East Cemetery. Ald. Adams seconded the motion and carried.

Discussion and possible action regarding the traffic signals at High Street and Janesville Street.

Director Robinson reviewed the required annual maintenance check on the traffic signals scheduled in the upcoming months. The traffic study conducted by Baxter & Woodman indicated the lights could be removed and stop signs installed. If removal is recommended, Public Works can begin the process. Appropriate notifications would be made to the State DOT, Rock County, Police Agencies, Milton Courier and a schedule for implementation of the changes will be made available. Staff will assist in additional community notification via Milton Matters blog, the website, etc. If the traffic signals are to remain, no change is needed. If the Committee recommends removal, this item will be scheduled.

Ald. Adams moved to recommend that the Common Council approve the recommendation from the Committee to remove the traffic signals and install stop signs on High Street for travelers east and west. Ald. Clark seconded the motion and carried.

Discussion and possible action authorizing a policy change in delinquent water bill collection operating practices

Director Robinson and Administrator Schuetz discussed the practice of a water shut off notice system in an effort to collect delinquent utility bills. Our process is one whereby one pay cycle of a delinquent bill results in a notice, with the second one resulting in what is referred to as a “door hanger” that notifies you if your bill is more than 4 months past due, we will shut off your water within 48 hours. The only time we don’t do this is if there is a heat advisory. The process takes up a considerable amount of staff time, as the utility billing clerk and the two utility department staff member often process between 50-70 shut off notices and door hangers every billing cycle, or the equivalent of approximately 8-16 hours of utility staff time in the field, and additional 8-10 hours generating the letters, shutoff notices, mailing them and/or creating the door hangers. It is estimated we could get 3 work days back each billing cycle (a billing cycle is 60 days) between city hall utility staff time and utility department field staff time, which would be re-purposed in addressing meter testing and required cross-connection inspections. Of particular note, the two members of the water utility are tasked with the following:

- 1) Inspecting and maintaining the 2,538 water meters that are within the City. If they run slow, and are not continuously tested or inspected, the consumption readings and water rates will not be calculated properly. 38 of those are 2” lines or bigger (commercial or industrial) and 2,500 are residential meters.
- 2) Reading and issuing bills for all 2,538 metered accounts
- 3) Monitoring the City of Milton’s 327 fire hydrants for accurate pressure and flow
- 4) Ensure proper cross-connection equipment is installed and inspected within these accounts as required by Administrative Code.

Ald. Adams moved to recommend that the Common Council authorize the Utility Department Staff to stop the operating practice of generating water shut off notices and shutting off services and re-purpose that time to other pertinent utility department objectives as recommended. Ald. Clark seconded the motion and carried.

Engineers Report

City Engineer Gary Vogel was present to review the engineers report with the Committee.

No action was taken.

General Items

Ald. Clark asked about the trail at Crossridge. Director Robinson it would be repaired this year. Staff is awaiting a quote.

Ald. Clark asked about the street lights Hilltop Drive and St. Mary Street. Director Robinson will follow up on the operation of the lights.

Next Meeting – Tuesday June 3, 2014 (second floor of Shaw Municipal Building)

Motion to Adjourn

Ald. Clark moved to adjourn the meeting at 6:40 pm. Ald. Adams seconded the motion and carried.

Respectfully submitted

Michelle Ebbert
City Clerk



CITY OF **M** MILTON
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Office of the City Administrator

To: Public Works Committee
From: Jerry Schuetz, City Administrator
CC: Mayor Frazier, Common Council Members
Date: July 9, 2014
Subject: Wastewater Treatment Plant Vactor Discharge Station

Discussion

On June 26th, two bids were publicly opened for construction of a Wastewater Treatment Plant Vactor Discharge Station. This area allows us a dumping area for debris cleaned out of sanitary sewer mains when the mains are cleaned. When the vacuum vactor truck is dumped, the collected material will be returned to the treatment plan for treatment. This process will save time and allow for more management treatment.

McClearn Service Co. Inc of Janesville was the low bidder. Baxter & Woodman have completed a background evaluation on the bid. The bid is below the original budget estimate.

Bidder

McClearn Service Co \$24,706.75
Gilbank Construction \$28,711.25

Staff Recommendation

To recommend that the Common Council approve the low bid from McClearn Service for construction of a vactor discharge station.

Attachments

Baxter & Woodman bid overview

July 7, 2014

Mayor Frazier and Council
City of Milton
430 East High Street, Suite 3
Milton, WI 53563

Subject: City of Milton - Wastewater Treatment Plant Vector Discharge Station

Dear Mayor Frazier and Council,

The following bids were received June 26, 2014 for the subject project:

<u>Bidder</u>	<u>Total Bid</u>
McClearn Service Co., Inc. Janesville, WI	\$24,706.75*
Gilbank Construction, Inc. Clinton, WI	\$28,711.25

* There was a minor mathematical error in McClearn's bid, but did not change the total bid.

The pre-bid opinion of probable cost was \$35,000.

We contacted the references for McClearn Service Co. and received positive feedback. Therefore, we feel McClearn Service Co. would all be able to complete the project. We have enclosed one set of completed bidding documents from each bidder. Please advise us of your decision.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

Gary A. Vogel, P.E.

GAV:jmc
Encs.
CC/encs. Howard Robinson
 Leanne Schroeder

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CITY OF MILTON
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Office of the City Administrator

To: Public Works Committee
From: Jerry Schuetz, City Administrator
CC: Mayor Frazier, Common Council Members
Date: July 10, 2014
Subject: Use of Plumb Street right-of-way by Blackhawk Technical College

Discussion

BTC is requesting the use of the street right-of-way to install underground conduit for the parking lot lights. They are responsible for Diggers Hotline notification because this is a private line. This would eliminate above ground equipment. This is similar to other utility contractors utilizing underground conduit (Charter, etc).

Dear Mr. Robinson,

Blackhawk Technical College would like to request usage of the City of Milton's Right of Way on Plumb Street. We will be installing underground conduit and wiring for parking lot lighting on Plumb Street. The purpose for this route is to control all spaces leased by the College from one central source and to eliminate a power pole and utility service that is not needed.

Blackhawk Tech understands that it is our responsibility to report this to Diggers Hotline in order to maintain proper location of this. Please consider this at your next Board Meeting.

Thanks you very much for your time.

Renea

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**Renea L. Ranguette, MBA, CPA**  
*Vice President for Finance & College Operations*  
*Blackhawk Technical College*

### Staff Recommendation

To recommend that the Common Council authorize the Blackhawk Technical College Advanced Manufacturing Center to utilize the Plumb Street right-of-way for construction of underground facilities for their new building.

### Attachments

None.